

**PAPER AND ENVELOPES INVITATION FOR BID  
UNITED STATES GOVERNMENT PRINTING OFFICE  
PAPER PROCUREMENT SECTION  
WASHINGTON, DC 20401  
January 31, 2003**

2003  
Contract Number P&E 0403

Contractor \_\_\_\_\_  
Address \_\_\_\_\_

1. Bids for Paper and Envelopes, for the six-month contract beginning April 1, 2003, shall be publicly opened at the U.S. Government Printing Office, Washington, DC, on March 4, 2003, 10 A.M. Carl Hayden Room.
2. This Invitation for Bid (IFB) contains requirements for furnishing blank paper and blank envelopes for public printing and binding, and the Government departments and establishments, during the period of six-months beginning April 1, 2003, and ending September 30, 2003.
3. The Paper Procurement Section - Contract Terms and Conditions (T&C) dated January 31, 2003, (enclosed), has been incorporated in this Invitation for Bid and should be retained for reference.
4. The Paper and Envelope Specifications; Standard Samples and Drawings; Testing Standards and Definition of Terms; and Acceptance Criteria, pertaining to the Paper and Envelopes procurements referenced in this Invitation for Bid, are contained in the Government Paper Specification Standards, Number 11, (No. 11) dated February, 1999. (*Note, pages 4 through 8 describe exceptions to the JCP specifications that apply to this IFB.*)
5. The Government Paper Specification Standards, Number 11, dated February 1999, is available for sale from the Superintendent of Documents for \$11 (Stock Number 021-000-00174-1), by calling 202-512-1800, or Fax your order to 202-512-2250. They can also be viewed on the Internet by accessing "[www.gpo.gov/qualitycontrol/](http://www.gpo.gov/qualitycontrol/)". NOTE: Throughout the Government Paper Specification Standards, Number 11, some numbers, particularly color coordinates and size tolerances, are preceded by a centered dot (Example:  $b^* = \cdot 2.0$ ). This is to be interpreted as a minus sign(-). Additionally, the following expressions "DE(CIELAB)-0.5 and DE(CIELAB)-3.0" are to be interpreted as "DE(CIELAB)=0.5 and DE(CIELAB)=3.0", respectively. In this IFB, the ENTIRE specification standard referenced in the Government Paper Specification Standards book applies. That is, all requirements ABOVE and BELOW the horizontal black line in the center of the specification are applicable. NOTE: Option A of the specifications does not apply to this Invitation for Bid except where notated on the lot description.
6. Bid Bond (Standard Form 24), Pages 48-49, must be completed and returned with the bid.
7. Bid and Acceptance Form, Page 50, must be completed and returned with the bid.
8. For lot numbers 269b through 270k, the Qualified Products Lists apply. There is a list for Executive Order (EO) 13101 compliant copy paper and one for EO 13101 non-compliant paper. See pages 30 and 31 for the latest listings. The compliant QPL list can also be viewed on the Internet at the website listed in paragraph 5.
9. Specifications for lot numbers 474, 477, and 478, are contained on page 28.
10. GPO Warehouses Addresses. - Laurel Complex, MMS, 8660 Cherry Lane, Door 6, Laurel, MD 20707, Receiving hours: 6:30 A.M. - 3:00 P.M. Washington Warehouse No. 4, First and G Streets NE, Washington, DC 20401, Receiving hours: 7:30 A.M. - 2:30 P.M. Call phone number (301) 498-0526/0745 for destination and scheduling unless a specific GPO warehouse address is listed on the purchase order, then call that warehouse phone number located in the address for delivery scheduling.

11. JCP G45, Lot number 129, (100 Percent Recycled 25 Percent Bond Paper). New drawing for Watermark has been added. Refer to page 29.
12. JCP A240, Lot number 50 and 50a, (White, Matte Coated Offset Book). The specification for "oil holdout" has been revised. Refer to page 5.
13. Specifications for lot number 450, White Kraft Envelopes, are contained on page 27. The two lowest bidders will be notified and will be required to submit a carton of preproduction sample envelopes. Samples will be tested and the contractor will be notified of approval or disapproval within 10 days after receipt of samples in GPO. See item 14 for waiver.
14. Waiver Clause - The requirement for furnishing preproduction samples for lot number 450 may be waived to a bidder, if the bidder states in their bid that the envelopes that their manufacturer is offering to furnish is the same as a product that they have supplied on a previous GPO purchase order, awarded within two years of the bid opening date of this IFB. The contractor must provide the purchase order number and date of the order in the space below, along with 30 sample envelopes with the bid. The Contracting Officer must determine that such product was found to comply with the specifications in every respect with those in the IFB.

Purchase Order Number \_\_\_\_\_

Purchase Order Date \_\_\_\_\_

15. Wrapping – Roll Stock - All rolls must be wrapped in accordance with best commercial practice (PLASTIC WRAPPING and asphalt laminated are not acceptable). The wrapping must be sufficient to give adequate protection against damage in transit and ordinary handling. Rolls received in plastic wrapping or asphalt laminated wrappers will be rejected.
16. Deliveries to House of Representatives and U.S. Senate – All delivery vehicles to the House of Representatives and U.S. Senate, will be required to report to United States Capitol Police Off-Site Delivery Center, located at 40 P Street, SE, Washington, D.C., for inspection before proceeding to their final destination. No deliveries will be accepted unless the vehicles have been processed at Off-Site Delivery Center. The hours of operation for the Off-Site Delivery Center are 5:00 a.m. to 2:00 p.m., Monday through Friday. Also, at the time of inspection, the driver must have in his/her possession, a letter on their company's letterhead with driver information. Refer to Paper Procurement Section, Contract Terms and Conditions, Paragraph 70, Delivery F.O.B. Washington, DC or Laurel, MD.
17. Deliveries to the Executive Office of the President – All delivery vehicles to the Executive Office of the President, will be required to report to Federal Center, 3<sup>rd</sup> & M Streets, SE, Washington, D.C., for inspection at vehicle inspection station; 8AM to 2PM, then proceed with USSS escort to : GSA Supply Center, EOP/OA/RDS, 6810 Loisdale Road., Bldg. A Dock 17, (Ring Bell) Springfield, VA 22150-1910. Must phone 48 Hours Prior To Delivery, 202-369-5580.
18. For purchase orders valued over \$500, the manufacturer shall submit outturn samples, manufacturing test data, and a covering document with the pertinent information listed in the Paper Procurement Section, Contract Terms & Conditions, Sampling and Testing of Deliveries, paragraph 61 (a). GPO intends to strictly enforce the requirements of this paragraph and charge the contractor \$250.00 for each shipment/ delivery not in compliance. No warning will be given. A statement of the postconsumer fiber content of each shipment is MANDATORY and shall be included with each set of samples. See pages 36 and 37 for QC Sample Forms and instructions.
19. Retest and Resampling - The contractor shall reimburse GPO the sum of \$250.00 for each Resampling (example when incorrect samples or erroneous data is submitted) and Retest requested regardless of the results of the retest. This is an administrative fee to cover GPO's handling and additional testing.
20. JCP A60, Lot number 16, (Offset Book) – The minimum order quantity has changed from 40,000 pounds to 10,000 pounds. Add sizes: 23 by 35 inches and 25 by 38inches. See page 32.

21. JCP A60, Lot number 17, (Offset Book) – The minimum order quantity has changed from 40,000 pounds to 10,000 pounds. Add sizes: 23 by 35 inches; 25 by 38 inches; and 28 by 40 inches. See page 32.
22. JCP A60, Lot number 21, (Offset Book) – The minimum order quantity has changed from 20,000 pounds to 10,000 pounds. Add sizes: 23 by 35 inches and 25 by 38 inches. See page 32.
23. JCP A180, Lot number 47, (Litho Gloss Coated Book) – The minimum order quantity has changed from 80,000 pounds to 10,000 pounds. Add sizes: 25 by 38 inches and 28 by 40 inches. See page 32.
24. JCP G45, Lot number 128, (Recycled 25 Percent Bond) – Add size: 23 by 35 inches. See page 32.
25. JCP L10, Lot number 200, (Litho Gloss Coated Cover) – The minimum order quantity has changed from 50,000 pounds to 5,000 pounds. Add size: 26 by 40 inches. See page 33.
26. JCP L60, Lot number 212, (Dull Coated Cover) – The minimum order quantity has changed from 40,000 pounds to 5,000 pounds. Add size: 26 by 40 inches. See page 33.
27. Due to the Anthrax incidents, all, Bids, Samples, and other Government correspondence that are sent via regular U.S. Postal Service mail will be subject to irradiation, causing delays and detrimental changes in the materials. To ensure that your bid is received by the bid opening date and time, and that samples are received without being damaged, it is recommended that you mail them via overnight carrier.

## SPECIFICATIONS FOR GPO PAPER AND ENVELOPE LOTS

Paper and envelopes described in this IFB are required to match a Government standard sample for color. The tolerance permitted for a color match varies with the grade of paper and is stated below. The “white” color standards have been coded B through F while colors are designated as “business colors” or “vellum colors”.

To obtain additional information about the Government’s standard samples program or to obtain sheets of the physical sample for these colors, contact the COTR. The standard samples program is also described in greater detail in part 3 of the Government Paper Specification Standards, No. 11 Book, or E-mail [ssubt@gpo.gov](mailto:ssubt@gpo.gov) or by phone, (202) 512-0782.

The table below lists the association between GPO paper and envelope lot numbers and the applicable specification in the No. 11 standards book. Any clarifications and/or deviations from the referenced specification standard (parts 1 and 3) such as tolerances or drawings and whether the precision acceptance criteria (part 4) are applicable, are included in this table.

Lot Number(s)	Specification Requirements	Color Standard Code
2	Newsprint Use A10, precision acceptance criteria apply	*
5	Heat-set Web Offset Machine-finish Book Use A25, precision acceptance criteria apply for color.	B
7	Machine-finish Book End Use A50, SAE <sup>(1)</sup> brightness (target brightness shall be 72 pct.)	C
13, 14, 15.	Heat-set Web Offset Book Use A55, precision acceptance criteria apply for color.	B
16, 16b, 17, 17a, 18, 18a, 18b, 18f, 19a, 21, 21a, 21d, 21e, 21f, 22.	Offset Book Use A60 Lots 16, 17, 19a, 21, 21a, 21f, 22 - precision acceptance criteria apply for color. Lots 16b, 17a, 18, 18a, 18b, 21d, 21e - SAE <sup>(1)</sup> pick resistance and color (Pick test, no specimen shall be less than 10-A; the target brightness of the paper is 82 pct. and color deviation from the Government standard not to exceed DE=3.0.)	B
24a, 24b.	Opacified Offset Book Use A80	B
28	Antique Book Use A100, SAE <sup>(1)</sup> brightness (target brightness shall be 72 pct.)	C
30	50 pct. Antique Book Use A110, SAE <sup>(1)</sup> brightness (target brightness shall be 72 pct.), precision acceptance criteria apply for acidity.	C
34	50 pct. Laid-Antique Book Use A120, SAE <sup>(1)</sup> brightness (target brightness shall be 72 pct.), precision acceptance criteria apply for acidity.	C

Lot Number(s)	Specification Requirements	Color Standard Code
47	Litho (Gloss) Coated Book Use A180	D
48	Water-Resistant (Text) Book Use A220, SAE <sup>(1)</sup> brightness (target brightness shall be 72 pct.)	C
50, 50a.	Matte Coated Offset Book Use A240 “Oil Holdout: Alternatively, the paper manufacturer may provide a certification signed by a responsible official of the mill stating the actual weight of coating applied to each side of the sheet during the coating process. This number shall not be less than 5 pounds per side per ream (25 x 38 - 500).”	D
51	Dull Coated Offset Book Use A260	D
69	Writing, White and Colored Use D10	“business colors” <sup>(2)</sup>
87	100 pct. Fine Writing Use D50, precision acceptance criteria apply for acidity and color.	D
90	50 pct. Map, Lithographic-finish Use E10, precision acceptance criteria apply for equilibrium relative humidity, acidity, thickness, and smoothness.	E
92b	High Wet Strength Map, Lithographic-finish Use E20, precision acceptance criteria apply for equilibrium relative humidity, thickness, and smoothness.	F
93b	Offset Map, Lithographic-finish Use E30, precision acceptance criteria apply for equilibrium relative humidity, acidity, thickness, and smoothness.	D
94	Chemical Wood Map, Lithographic-finish Use E40, SAE acidity (pH value by cold extraction shall be 4.8 to 6.5), precision acceptance criteria apply for equilibrium relative humidity, acidity, thickness, and smoothness.	F
95	50 pct. Chart, Lithographic-finish Use E50, precision acceptance criteria apply for equilibrium relative humidity, acidity, thickness, and smoothness.	E
108	Bond Use G10	B
126	25 pct. Translucent Bond Use G50, precision acceptance criteria apply for acidity.	E

<b>Lot Number(s)</b>	<b>Specification Requirements</b>	<b>Color Standard Code</b>
128, 128a, 129.	100 pct. Recycled 25 pct. Bond, White and Colored Use G45, SAE <sup>(1)</sup> acidity and watermark (pH, average, not less than 6.5 pH units: watermark shall match Style D for lots 128 and 128a and style G for lot 129), precision acceptance criteria apply for acidity.	B
130, 131.	50 pct. Bond Use G70, SAE <sup>(1)</sup> finish and watermark (finish shall be a light cockle-finish; watermark shall match Style E), precision acceptance criteria apply for acidity.	B
135	100 pct. Parchment Deed Use H10, precision acceptance criteria apply for acidity.	E
137	Cream-white 100 pct. Diploma Parchment, Smooth-finish Use H40, precision acceptance criteria apply for acidity.	cream white
138	Cream-white 100 pct. Artificial Parchment Use H20, precision acceptance criteria apply for acidity.	cream white
140	Imitation Parchment, Laser-finish, White, Natural, and Colored Use H30, Option A.	As specified or commercial
148, 149, 150, 151, 152.	Ledger, White and Colored Use J10	B and “business colors” <sup>(2)</sup>
180, 182a, 182b, 183, 185, 185a, 191, 192.	Index, White and Colored Use K10	B and “business colors” <sup>(2)</sup>
188a, 189, 190.	25 pct. Index, White and Colored Use K20, precision acceptance criteria apply for acidity.	E
200	Litho (Gloss) Coated Cover Use L10	D
202, 203, 206.	Vellum-finish Cover, White and Colored Use L20, SAE <sup>(1)</sup> acidity and color deviation (pH, average, not less than 6.5 pH units for white stock; color deviation shall not exceed DE (CIELAB)=3.0.)	D and “vellum colors” <sup>(3)</sup>
210	Matte Coated Cover Use L50	D
212	Dull Coated Cover Use L60	D
219a, 219c, 219d, 220f.	No. 2 Kraft Use N10	* or commercial
268	Masking, Photolithographic (Coated) Use O-50	*

<b>Lot Number(s)</b>	<b>Specification Requirements</b>	<b>Color Standard Code</b>
269b, 269c, 269d, 269g, 269h, 269i, 269j, 269k, 270, 270a, 270b, 270c, 270d, 270e, 270f, 270g, 270h, 270i, 270j, 270k.	Plain Copier, Xerographic, White and Colored Use O-65, precision acceptance criteria apply for all properties except, as noted in the body of the specification standard. Lots 270 through 270k - SAE(') recycled fiber content (postconsumer fiber not required).	B or commercial
301, 302, 303.	Railroad Board, White and Colored Use Q20	* or as specified
326a	United States Postal Card Use Q60, precision acceptance criteria apply for all properties except as noted in the body of the specification standard.	*
352	Pressboard, Colored (Type 1) Use R11	* or as specified
360a, 360c.	Newsboard Use R20	* or commercial
366a, 366b, 366d, 366e, 366f, 367, 367a, 368.	Book Cover Board Use R30	* or commercial
408, 414, 415, 421, 422, 424, 425, 426 430, 432, 445.	Light-colored Brown (Kraft Shade) Envelopes Use V10 Lots 408 through 422, 430, 445 - Style A construction. Lot 424 - Style A construction with 89 mm (3-1/2 inch flap). Lot 425 - Style C construction with square 44 mm (1-3/4 inch) flap. Lot 426 - Style A construction with 127 mm (5 inch) flap. Lot 432 - Style C construction with 127 mm (5 inch) flap, SAE(') recycled fiber content (shall contain 100 pct. recovered fiber).	* or commercial
450	White Kraft Envelopes (with latex self-seal adhesive) Use specification in IFB.	* or commercial
455, 459.	25 pct. Bond Envelopes Use V40, Style A construction.	* or commercial
474, 477, 478.	100 pct. White Writing Envelopes Style A construction. Use specification in IFB.	
479, 480, 482, 482b, 482c, 487.	Writing Envelopes, White, Colored, and Window Use V20 Lots 479 through 482c - Style A construction. Lot 487 - Style A and Window construction, SAE(') color (color match to Government standard sample not required.)	* or commercial

<b>Lot Number(s)</b>	<b>Specification Requirements</b>	<b>Color Standard Code</b>
<b>481, 481b, 488.</b>	<b>Writing Envelopes, White, Colored, and Window</b> <b>Use V20</b> <b>Lot 481 - Style A construction.</b> <b>Lot 481b - Style C construction.</b> <b>Lot 488 - Style A and window construction.</b>	<b>B</b>
<b>491, 491a, 494.</b>	<b>Tyvek Envelopes, Flat and Gusseted (with Latex Self-seal)</b> <b>Use V90</b> <b>Lots 491, 491a - flat construction and latex self-seal</b> <b>pressure sensitive adhesive.</b> <b>Lot 494 - Gusset construction and release removable strip</b> <b>over adhesive.</b>	<b>* or commercial</b>

**\*Contact CO or COTR.**

(<sup>1</sup>) SAE means “Same as except”.

(<sup>2</sup>) Issuance date of standard sample for “business colors”:

<b>blue .....</b>	<b>dated August 1, 1994</b>
<b>buff .....</b>	<b>dated August 1, 1994</b>
<b>green .....</b>	<b>dated August 1, 1994</b>
<b>pink .....</b>	<b>dated August 1, 1994</b>
<b>salmon .....</b>	<b>dated August 1, 1994</b>
<b>yellow .....</b>	<b>dated August 1, 1994</b>

(<sup>3</sup>) Issuance date of standard sample for “vellum colors”:

<b>dutch blue.....</b>	<b>dated August 1, 1982</b>
<b>venice blue.....</b>	<b>dated May 1, 1982</b>
<b>killarney green.</b>	<b>dated May 1, 1982</b>
<b>victoria green...</b>	<b>dated August 1, 1982</b>
<b>canary yellow...</b>	<b>dated August 1, 1982</b>
<b>sun orange.....</b>	<b>dated August 1, 1982</b>
<b>vermillion.....</b>	<b>dated August 1, 1982</b>
<b>peach tan.....</b>	<b>dated August 1, 1982</b>
<b>saddle tan.....</b>	<b>dated August 1, 1977</b>
<b>pecan brown ....</b>	<b>dated August 1, 1977</b>
<b>light gray.....</b>	<b>dated August 1, 1982</b>
<b>sand gray.....</b>	<b>dated August 1, 1982</b>
<b>brown .....</b>	<b>Call COTR</b>



## MINIMUM CONTENT STANDARD FOR GPO PAPER AND ENVELOPE LOTS

The table below summarizes the recycled fiber content of each lot of paper and envelope specified in the IFB. Generally, the recovered and/or postconsumer fiber/material content follows the Government Paper Specification Standards, No. 11 Book. In some instances, the GPO requires a minimum content that is different from what is stated in No. 11 standards book. The minimum content requirements in this table are mandatory for all paper and envelope lots specified in the IFB.

Lot Number(s)	Minimum Pct. Recovered Materials Including Cotton/Linen	Minimum Pct. Postconsumer Fiber/Material	Description Of Paper/Envelopes	JCP Code
2		40	Newsprint	A10
5		30	Heat-set Web Offset Machine-finish Book	A25
7		30	Machine-finish Book End	A50
13, 14, 15.		30	Heat-set Web Offset Book	A55
16, 16b, 17, 17a, 18, 18a, 18b, 19a, 21, 21a, 21d, 21e, 21f, 22.		30	Offset Book	A60
24a, 24b.		30	Opacified Offset Book	A80
28		30	Antique Book	A100
30	50		50 pct. Antique Book	A110
34	50		50 pct. Laid-Antique Book	A120
47		10	Litho (Gloss) Coated Book	A180
48		30	Water-Resistant (Text) Book	A220
50, 50a.		10	Matte Coated Offset Book	A240
51		10	Dull Coated Offset Book	A260
69		30	Writing, White and Colored	D10
87	100		100 pct. Fine Writing	D50
90	50		50 pct. Map, Lithographic-finish	E10
92b		20	High Wet Strength Map, Lithographic-finish	E20
93b		30	Offset Map, Lithographic-finish	E30
94		20	Chemical Wood Map, Lithographic-finish	E40
95	50		50 pct. Chart, Lithographic-finish	E50

<b>Lot Number(s)</b>	<b>Minimum Pct. Recovered Materials Including Cotton/Linen</b>	<b>Minimum Pct. Postconsumer Fiber/Material</b>	<b>Description Of Paper/Envelopes</b>	<b>JCP Code</b>
108		30	Bond	G10
126	25		25 pct. Translucent Bond	G50
128 <sup>1</sup> , 128a <sup>1</sup> .	25 <sup>2</sup>	30	Recycled 25 pct. Bond, White and Colored	G45
129 <sup>3, 4</sup>	70	30	100 pct. Recycled 25 pct. Bond, White and Colored	G45
130, 131.	50 <sup>2</sup>	30	50 pct. Bond	G70
135	100		100 pct. Parchment Deed	H10
137	100		Cream-white 100 pct. Diploma Parchment, Smooth-finish	H40
138	100		Cream-white 100 pct. Artificial Parchment	H20
140 <sup>4</sup>		30	Imitation Parchment, Laser-finish, White, Natural, and Colored	H30
148, 149, 150, 151, 152.		30	Ledger, White and Colored	J10
180, 182a, 182b, 183, 185, 185a, 191, 192.		20	Index, White and Colored	K10
188a <sup>4</sup> , 189 <sup>4</sup> , 190 <sup>4</sup> .	25 <sup>2</sup>	20	25 pct. Index, White and Colored	K20
200		10	Litho (Gloss) Coated Cover	L10
202, 203, 206.		30	Vellum-finish Cover, White and Colored	L20
210		10	Matte Coated Cover	L50
212		10	Dull Coated Cover	L60
219a, 219c, 219d, 220f.		5	No. 2 Kraft	N10
268 <sup>4</sup>		10	Masking, Photolithographic (Coated)	O-50
269b, 269c, 269d, 269g, 269h, 269i, 269j, 269k.		30	Plain Copier, Xerographic, White and Colored	O-65

<b>Lot Number(s)</b>	<b>Minimum Pct. Recovered Materials Including Cotton/Linen</b>	<b>Minimum Pct. Postconsumer Fiber/Material</b>	<b>Description Of Paper/ Envelopes</b>	<b>JCP Code</b>
270, 270a, 270b, 270c, 270d, 270e, 270f, 270g, 270h, 270i, 270j, 270k.	N/A	N/A	Plain Copier, Xerographic, White and Colored	O-65
301, 302, 303.	65	15	Railroad Board, White and Colored	Q20
326a		20	United States Postal Card	Q60
352 <sup>1</sup>	30	20	Pressboard, Colored (Type I)	R11
360a, 360c.		80	Newsboard	R20
366a, 366b, 366d, 366e, 366f, 367, 367a, 368.		80	Book Cover Board	R30
408, 414, 415, 421, 422, 424, 425, 426, 430, 445		20	Light-colored Brown (Kraft Shade) Envelopes	V10
432 <sup>4</sup>	100		Light-colored Brown (Kraft Shade) Envelopes	V10
450		20	White Kraft Envelopes (with latex self-seal adhesive)	----
455, 459.	25		25 pct. Bond Envelopes	V40
474, 477, 478.	100		100 pct. White Writing Envelopes	- - -
479, 480, 481, 481b, 482, 482b, 482c, 487, 488.		30	Writing Envelopes, White, Colored, and Window	V20
491, 491a.		25	Tyvek Envelopes, Flat and Gusseted (with Latex Self-seal)	V90
494		25	Tyvek Envelopes, Flat and Gusseted (with Release Liner Adhesive)	V90

<sup>1</sup> Total percentage of recovered material must be a minimum of 50 pct.

<sup>2</sup> If a postconsumer recovered fiber is used, it counts towards the postconsumer fiber.

<sup>3</sup> Total percentage of recovered material is 100 pct.

<sup>4</sup> This value supercedes the value cited in the Government Paper Specification Standards, No. 11.

## PAPER SCHEDULE

Lot No.	JCP No.	Brief Description	Quantity (Pounds)	Price Per Pound Cents	Percentage of Postconsumer Fiber
5	A25	Heat-set Web Offset Machine-finish Book Paper, 52 g/m <sup>2</sup> (basis, 25 x 38 inches, 35 pounds). Rolls, minimum width 533 mm (21 inches), maximum width 1,168 mm (48 inches); diameter 991 mm (39 inches). 76 mm (3-inch) i.d. nonreturnable fiber cores with metal inserts to be furnished by contractor. See Cores (T&C). <b>Minimum order, one size, 10,000 kg (20,000 pounds), except 965 mm (38 inches) rolls, minimum order 35,000 kg (80,000 pounds). Minimum lot shipment, 20,000 kg (40,000 pounds).</b> <div style="display: flex; justify-content: space-around;"> <div><u>pounds</u> 240,000</div> <div><u>width (mm)</u> 965</div> <div><u>width (in.)</u> (38)</div> </div>	240,000	\$	
13	A55	Heat-set Web Offset Book Paper, 60 g/m <sup>2</sup> (basis, 25 x 38 inches, 40 pounds). Rolls, minimum width 533 mm (21 inches), maximum width 1,168 mm (46 inches); diameter 991 mm (39 inches). 76 mm (3-inch) i.d. nonreturnable fiber cores with metal inserts to be furnished by the contractor. See Cores (T&C). <b>Minimum order, one size, 10,000 kg (20,000 pounds). Minimum lot shipment, 20,000 kg (40,000 pounds).</b> <div style="display: flex; justify-content: space-around;"> <div><u>pounds</u></div> <div><u>width (mm)</u></div> <div><u>width (in.)</u></div> </div> <div style="display: flex; justify-content: space-around;"> <div>80,000</div> <div>546</div> <div>(21-1/2)</div> </div> <div style="display: flex; justify-content: space-around;"> <div>20,000</div> <div>584</div> <div>(23)</div> </div> <div style="display: flex; justify-content: space-around;"> <div>140,000</div> <div>724</div> <div>(28-1/2)</div> </div> <div style="display: flex; justify-content: space-around;"> <div>140,000</div> <div>819</div> <div>(32-1/4)</div> </div> <div style="display: flex; justify-content: space-around;"> <div>20,000</div> <div>876</div> <div>(34-1/2)</div> </div> <div style="display: flex; justify-content: space-around;"> <div>2,500,000</div> <div>965</div> <div>(38)</div> </div> <div style="display: flex; justify-content: space-around;"> <div>1,200,000</div> <div>1,092</div> <div>(43)</div> </div> <div style="display: flex; justify-content: space-around;"> <div>400,000</div> <div>1,168</div> <div>(46)</div> </div>	4,500,000	\$	
14	A55	Heat-Set Web Offset Book Paper, 75 g/m <sup>2</sup> , (basis, 25 x 38 inches, 50 pounds). Rolls, minimum width 533 mm (21 inches), maximum width 1,168 mm (46 inches); diameter 991 mm (39 inches). 76mm (3-inch) inside dimension nonreturnable fiber core with metal inserts to be furnished by the contractor. See Cores (T&C). <b>Minimum order, one size, 10,000 kg (20,000 pounds). Minimum lot shipment, 20,000 kg (40,000 pounds).</b> <div style="display: flex; justify-content: space-around;"> <div><u>pounds</u></div> <div><u>size (mm)</u></div> <div><u>size (in.)</u></div> </div> <div style="display: flex; justify-content: space-around;"> <div>40,000</div> <div>584</div> <div>(23)</div> </div> <div style="display: flex; justify-content: space-around;"> <div>40,000</div> <div>965</div> <div>(38)</div> </div> <div style="display: flex; justify-content: space-around;"> <div>40,000</div> <div>1,092</div> <div>(43)</div> </div>	120,000	\$	

Lot No.	JCP No.	Brief Description	Quantity (Pounds)	Price Per Pound Cents	Percentage of Postconsumer Fiber									
17	A60	Offset Book Paper, 75 g/m <sup>2</sup> , (basis, 25 x 38 inches, 50 pounds). Flat, cut any size, minimum width 533 mm (21 inches), maximum width 1,219 mm (48 inches). Grain long. <b>Minimum order, one size, 5,000 kg (10,000 pounds).</b> <b>Minimum lot shipment 10,000 kg (20,000 pounds).</b>  <table><tr><td><u>pounds</u></td><td><u>size (mm)</u></td><td><u>size (in.)</u></td></tr><tr><td>40,000</td><td>889 x 1,143</td><td>(35 x 45)</td></tr><tr><td>40,000</td><td>711 x 1,016</td><td>(28 x 40)</td></tr></table>	<u>pounds</u>	<u>size (mm)</u>	<u>size (in.)</u>	40,000	889 x 1,143	(35 x 45)	40,000	711 x 1,016	(28 x 40)	80,000	\$	
<u>pounds</u>	<u>size (mm)</u>	<u>size (in.)</u>												
40,000	889 x 1,143	(35 x 45)												
40,000	711 x 1,016	(28 x 40)												
19a	A60	Offset Book Paper, 75 g/m <sup>2</sup> , (basis, 25 x 38 inches, 50 pounds). Flat, cut 432 x 559 mm (17 x 22 inches). Grain long. See Weight, Banding, & Marking and Skids (T&C). <b>Minimum order, one size, 10,000 kg (20,000 pounds).</b> <b>Minimum lot shipment 20,000 kg (40,000 pounds).</b>  <table><tr><td><u>pounds</u></td><td><u>size (mm)</u></td><td><u>size (in.)</u></td></tr><tr><td>40,000</td><td>432 x 559</td><td>(17 x 22)</td></tr></table>	<u>pounds</u>	<u>size (mm)</u>	<u>size (in.)</u>	40,000	432 x 559	(17 x 22)	40,000	\$				
<u>pounds</u>	<u>size (mm)</u>	<u>size (in.)</u>												
40,000	432 x 559	(17 x 22)												
21	A60	Offset Book Paper, 90 g/m <sup>2</sup> , (basis, 25 x 38 inches, 60 pounds). Flat, cut any size, minimum width 533 mm (21 inches), maximum width 1,219 mm (48 inches). <b>Grain long, EXCEPT size 572 x 889 mm (22-1/2 x 35 inches), the grain must be short.</b> <b>Minimum order, one size, 5,000 kg (10,000 pounds).</b> <b>Minimum lot shipment, 10,000 kg (20,000 pounds).</b>  <table><tr><td><u>pounds</u></td><td><u>size (mm)</u></td><td><u>size (in.)</u></td></tr><tr><td>40,000</td><td>889 x 1,143</td><td>(35 x 45)</td></tr><tr><td>40,000</td><td>965 x 1,219</td><td>(38 x 48)</td></tr></table>	<u>pounds</u>	<u>size (mm)</u>	<u>size (in.)</u>	40,000	889 x 1,143	(35 x 45)	40,000	965 x 1,219	(38 x 48)	80,000	\$	
<u>pounds</u>	<u>size (mm)</u>	<u>size (in.)</u>												
40,000	889 x 1,143	(35 x 45)												
40,000	965 x 1,219	(38 x 48)												

Lot No.	JCP No.	Brief Description	Quantity (Pounds)	Price Per Pound Cents	Percentage of Recovered Materials Including Cotton/Linen and Postconsumer Fiber												
128	G45	<p>Recycled White 25% Bond Paper, 75 g/m<sup>2</sup> (basis, 17 x 22 inches, 20 pounds). Flat, cut any size, minimum width 432 mm (17 inches), maximum width 1,219 mm (48 inches). <b>Grain Long except size 559 x 864 mm (22 x 34 inches), the grain must be short</b> and the successful bidder must furnish grain short on this size, otherwise the paper will be rejected. <b>This paper shall be suitable for processing in laser printers.</b></p> <p><b>Minimum order, 10,000 kg (20,000 pounds).</b></p> <table> <tr> <td><u>pounds</u></td> <td><u>size (mm)</u></td> <td><u>size (in.)</u></td> </tr> <tr> <td>20,000</td> <td>432 x 559</td> <td>(17 x 22)</td> </tr> <tr> <td>40,000</td> <td>445 x 572</td> <td>(17-1/2 x 22-1/2)</td> </tr> <tr> <td>20,000</td> <td>864 x 1,118</td> <td>(34 x 44)</td> </tr> </table>	<u>pounds</u>	<u>size (mm)</u>	<u>size (in.)</u>	20,000	432 x 559	(17 x 22)	40,000	445 x 572	(17-1/2 x 22-1/2)	20,000	864 x 1,118	(34 x 44)	80,000	\$	
<u>pounds</u>	<u>size (mm)</u>	<u>size (in.)</u>															
20,000	432 x 559	(17 x 22)															
40,000	445 x 572	(17-1/2 x 22-1/2)															
20,000	864 x 1,118	(34 x 44)															
128a	G45	<p>Recycled White 25% Bond Paper, 75 g/m<sup>2</sup> (basis, 17 x 22 inches, 20 pounds). Flat, cut 216 x 279 mm (8-1/2 x 11 inches). Grain long. <b>This paper shall be suitable for processing in laser printers.</b> See Cut Sheets (T&amp;C). <b>Minimum order, 10,000 kg (20,000 pounds).</b></p>	20,000	\$													
131	G70	<p>White 50% Bond Paper, 75 g/m<sup>2</sup>, (basis, 17 x 22 inches, 20 pounds). Flat, cut any size, minimum width 432 mm (17 inches), maximum width 1,219 mm (48 inches). Grain long. <b>This paper shall be suitable for processing in laser printers.</b></p> <p><b>Minimum order, 5,000 kg (10,000 pounds).</b></p> <table> <tr> <td><u>pounds</u></td> <td><u>size (mm)</u></td> <td><u>size (in.)</u></td> </tr> <tr> <td>10,000</td> <td>445 x 572</td> <td>(17-1/2 x 22-1/2)</td> </tr> <tr> <td>20,000</td> <td>864 x 1,118</td> <td>(34 x 44)</td> </tr> </table>	<u>pounds</u>	<u>size (mm)</u>	<u>size (in.)</u>	10,000	445 x 572	(17-1/2 x 22-1/2)	20,000	864 x 1,118	(34 x 44)	30,000	\$				
<u>pounds</u>	<u>size (mm)</u>	<u>size (in.)</u>															
10,000	445 x 572	(17-1/2 x 22-1/2)															
20,000	864 x 1,118	(34 x 44)															

Lot No.	JCP No.	Brief Description	Quantity (Pounds)	Price Per Pound Cents	Percentage of Postconsumer Fiber									
149	J10	<p>White Ledger Paper, 120 g/m<sup>2</sup> (basis, 17 x 22 inches, 32 pounds). Flat, cut any size, minimum width 533 mm (21 inches), maximum width 1,219 mm (48 inches).</p> <p><b>Grain long except size 813 x 1,219 mm (32 x 48 inches), the grain must be short.</b></p> <p><b>Minimum order, 5,000 kg (10,000 pounds).</b></p> <table><tr><td><u>pounds</u></td><td><u>size (mm)</u></td><td><u>size (in.)</u></td></tr><tr><td>10,000</td><td>864 x 1,118</td><td>(34 x 44)</td></tr><tr><td>20,000</td><td>965 x 1,219</td><td>(38 x 48)</td></tr></table>	<u>pounds</u>	<u>size (mm)</u>	<u>size (in.)</u>	10,000	864 x 1,118	(34 x 44)	20,000	965 x 1,219	(38 x 48)	30,000	\$	
<u>pounds</u>	<u>size (mm)</u>	<u>size (in.)</u>												
10,000	864 x 1,118	(34 x 44)												
20,000	965 x 1,219	(38 x 48)												
			Quantity Thousand Sheets (MX)	Price Per Thousand Sheets Dollars										
182a	K10	<p>White Index Paper, 200 g/m<sup>2</sup> (basis, 25-1/2 x 30-1/2 inches, 110 pounds). Flat, cut 864 x 1,118 mm (34 x 44 inches). Grain long. See Weight, Banding, Marking (T&amp;C).</p> <p><b>Minimum order, 30 MX (30,000 sheets).</b></p>	60	\$										
					Percentage of Recovered Materials Including Cotton/Linen and Postconsumer Fiber									
189	K20	<p>White 25% Index Paper, 255 g/m<sup>2</sup>, (basis, 25-1/2 x 30-1/2 inches, 140 pounds). Flat, cut 432 x 559 mm (17 x 22 inches). Grain long. See Weight, Banding, Marking (T&amp;C)</p> <p><b>Minimum order, 240 MX (240,000 sheets)</b></p>	480	\$										

Lot No.	JCP No.	Brief Description	Quantity (Pounds)	Price Per Pound Cents	Percentage of Postconsumer Fiber																				
202	L20	<p>White Vellum-finish Cover Paper, 135 g/m<sup>2</sup> (basis, 20 x 26 inches, 50 pounds). Flat, cut 641 x 965 mm (25-1/4 x 38 inches); 914 x 1,168 mm (36 x 46 inches); and 914 x 1,473 mm (36 x 58 inches). Grain long.</p> <p><b>Minimum order, 10,000 kg (20,000 pounds).</b></p> <table><tr><td><u>pounds</u></td><td><u>size (mm)</u></td><td><u>size (in.)</u></td></tr><tr><td>40,000</td><td>914 x 1,168</td><td>(36 x 46)</td></tr><tr><td>80,000</td><td>914 x 1,473</td><td>(36 x 58)</td></tr></table>	<u>pounds</u>	<u>size (mm)</u>	<u>size (in.)</u>	40,000	914 x 1,168	(36 x 46)	80,000	914 x 1,473	(36 x 58)	120,000	\$												
<u>pounds</u>	<u>size (mm)</u>	<u>size (in.)</u>																							
40,000	914 x 1,168	(36 x 46)																							
80,000	914 x 1,473	(36 x 58)																							
203	L20	<p>Colored Vellum-finish Cover Paper, dutch blue, venice blue, killarney green, victoria green, canary yellow, sun orange, vermillion, peach tan, brown, pecan brown, light gray, and sand gray.</p> <p><b>(The right is reserved to order any of the foregoing colors.)</b></p> <p>135 g/m<sup>2</sup>, (basis, 20 x 26 inches, 50 pounds). Flat, cut 641 x 965 mm (25-1/4 x 38 inches) and 914 x 1,168 mm (36 x 46 inches). Grain long.</p> <p><b>Minimum order, one color, 5,000 kg (10,000 pounds).</b></p> <table><tr><td><u>pounds</u></td><td><u>color</u></td><td><u>size (mm)</u></td><td><u>size (in.)</u></td></tr><tr><td>10,000</td><td>Sand Gray</td><td>641 x 965</td><td>(25-1/4 x 38)</td></tr><tr><td>10,000</td><td>Venice Blue</td><td>914 x 1,168</td><td>(36 x 46)</td></tr><tr><td>10,000</td><td>Killarney Green</td><td>914 x 1,168</td><td>(36 x 46)</td></tr><tr><td>10,000</td><td>Canary Yellow</td><td>914 x 1,168</td><td>(36 x 46)</td></tr></table>	<u>pounds</u>	<u>color</u>	<u>size (mm)</u>	<u>size (in.)</u>	10,000	Sand Gray	641 x 965	(25-1/4 x 38)	10,000	Venice Blue	914 x 1,168	(36 x 46)	10,000	Killarney Green	914 x 1,168	(36 x 46)	10,000	Canary Yellow	914 x 1,168	(36 x 46)	40,000	\$	
<u>pounds</u>	<u>color</u>	<u>size (mm)</u>	<u>size (in.)</u>																						
10,000	Sand Gray	641 x 965	(25-1/4 x 38)																						
10,000	Venice Blue	914 x 1,168	(36 x 46)																						
10,000	Killarney Green	914 x 1,168	(36 x 46)																						
10,000	Canary Yellow	914 x 1,168	(36 x 46)																						



Lot No.	JCP No.	Brief Description	Quantity Thousand Sheets (MX)	Price Per Thousand Sheets Dollars	Percentage of Postconsumer Fiber
269b	O-65	<p>White, Plain Copier, Xerographic Paper, (30 percent postconsumer fiber), 75 g/m<sup>2</sup> (basis, 17 x 22 inches, 20 pounds). Flat, cut 216 x 279 mm (8-1/2 x 11 inches). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Truck Shipments only, to any destination within the Washington metropolitan area.</b></p> <p><b>Minimum shipment, 4,000 MX (4,000,000 sheets).</b></p> <p><b>Minimum order, 4,000 MX (4,000,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 30 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</b></p>	210,000	\$	
269c	O-65	<p>White, Plain Copier, Xerographic Paper, (30 percent postconsumer fiber), 75 g/m<sup>2</sup> (basis, 17 x 22 inches, 20 pounds). Flat, cut 216 x 279 mm (8-1/2 x 11 inches). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</b></p> <p><b>Minimum order, 600 MX (600,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 10 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</b></p>	220,000	\$	

Lot No.	JCP No.	Brief Description	Quantity Thousand Sheets (MX)	Price Per Thousand Sheets Dollars	Percentage of Postconsumer Fiber									
269d	O-65	<p>White, Plain Copier, Xerographic Paper, (30 percent postconsumer fiber), 75 g/m<sup>2</sup> (basis, 17 x 22 inches, 20 pounds). Flat, cut 216 x 279 mm (8-1/2 x 11 inches). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</b></p> <p><b>Minimum order, 200 MX (200,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 5 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</b></p>	800	\$										
269g	O-65	<p>White, Plain Copier, Xerographic Paper, (30 percent postconsumer fiber), 75 g/m<sup>2</sup> (basis, 17 x 22 inches, 20 pounds). Flat, cut 216 x 279 mm (8-1/2 x 11 inches). Grain long. <b>This paper must be suitable for processing in laser printer.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, inside or platform delivery of full pallets (not broken down), and inside delivery of cartons.</b></p> <p><b>Minimum order, 200 MX (200,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 5 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</b></p> <table><tr><td><u>sheets (mx)</u></td><td><u>size (mm)</u></td><td><u>size (in.)</u></td></tr><tr><td>4,000 (cartons)</td><td>216 x 279</td><td>(8-1/2 x 11)</td></tr><tr><td>70,000 (pallets)</td><td>216 x 279</td><td>(8-1/2 x 11)</td></tr></table>	<u>sheets (mx)</u>	<u>size (mm)</u>	<u>size (in.)</u>	4,000 (cartons)	216 x 279	(8-1/2 x 11)	70,000 (pallets)	216 x 279	(8-1/2 x 11)	74,000	\$	
<u>sheets (mx)</u>	<u>size (mm)</u>	<u>size (in.)</u>												
4,000 (cartons)	216 x 279	(8-1/2 x 11)												
70,000 (pallets)	216 x 279	(8-1/2 x 11)												

Lot No.	JCP No.	Brief Description	Quantity Thousand Sheets (MX)	Price Per Thousand Sheets Dollars	Percentage of Postconsumer Fiber
269h	O-65	<p>White, Plain Copier, Xerographic Paper, (30 percent postconsumer fiber), 75 g/m<sup>2</sup> (basis, 17 x 22 inches, 20 pounds). Flat, cut 216 x 279 mm (8-1/2 x 11 inches), with three (3) 6.5 mm (1/4-inch) or 8 mm (5/16-inch) diameter holes, 9.5 mm (3/8-inch) from edge of sheet to center of hole, 108 mm (4-1/4 inches) center to center on 279 mm (11- inch)(left side). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</b></p> <p><b>Minimum order, 200 MX (200,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 10 calendar days from the date of the purchase order, unless a longer period is specified (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be multiples of full pallets.</b></p>	19,000	\$	
269i	O-65	<p>White, Plain Copier, Xerographic Paper, (30 percent postconsumer fiber), 75 g/m<sup>2</sup> (basis, 17 x 22 inches, 20 pounds). Flat, cut 216 x 279 mm (8-1/2 x 11 inches). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, inside or platform delivery of full pallets (not broken down).</b></p> <p><b>Minimum shipment, 4,000 MX (4,000,000 sheets).</b></p> <p><b>Minimum order, 4,000 MX (4,000,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 10 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</b></p>	20,000	\$	

Lot No.	JCP No.	Brief Description	Quantity Thousand Sheets (MX)	Price Per Thousand Sheets Dollars	Percentage of Postconsumer Fiber
269j	O-65	<p>White Plain Copier, Xerographic Paper, (30 percent postconsumer fiber), 75 g/m<sup>2</sup> (basis, 17 x 22 inches, 20 pounds). Flat, cut 216 x 356 mm (8-1/2 x 14 inches). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, inside or platform delivery of full pallets (not broken down).</b></p> <p><b>Minimum order, 150 MX (150,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 5 calendar days from the date of the purchase order unless a longer period is specified, (no allowance). EXACT AMOUNT, no over of under deliveries acceptable. All order quantities are to be multiple of full pallets.</b></p>	4,000	\$	
269k	O-65	<p>White, Plain Copier, Xerographic Paper, (30 percent postconsumer fiber), 75 g/m<sup>2</sup>, (basis, 17 x 22 inches, 20 pounds). Flat, cut 279 x 432 mm (11 x 17 inches). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</b></p> <p><b>Minimum order, 100 MX, (100,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 5 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over of under deliveries acceptable. All order quantities are to be in multiples of full pallets.</b></p>	1,200	\$	

Lot No.	JCP No.	Brief Description	Quantity Thousand Sheets (MX)	Price Per Thousand Sheets Dollars	Not Applicable
270	O-65	<p>White, Plain Copier, Xerographic Paper, (non-compliant EO 13101 stock), 75 g/m<sup>2</sup> (basis, 17 x 22 inches, 20 pounds). Flat, cut 216 x 279 mm (8-1/2 x 11 inches). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area.</b></p> <p><b>Minimum shipment, 4,000 MX (4,000,000 sheets).</b></p> <p><b>Minimum order, 4,000 MX (4,000,000 sheets).</b></p> <p><b>Delivery on this lot shall be in 30 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</b></p>	24,000	\$	
270a	O-65	<p>White, Plain Copier, Xerographic Paper, (non-compliant EO 13101 stock), 75 g/m<sup>2</sup> (basis, 17 x 22 inches, 20 pounds). Flat, cut 216 x 279 mm (8-1/2 x 11 inches). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</b></p> <p><b>Minimum order, 600 MX (600,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 10 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</b></p>	30,000	\$	

Lot No.	JCP No.	Brief Description	Quantity Thousand Sheets (MX)	Price Per Thousand Sheets Dollars	Not Applicable
270d	O-65	<p>White, Plain Copier, Xerographic Paper, (non-compliant EO 13101 stock), 75 g/m<sup>2</sup> (basis, 17 x 22 inches, 20 pounds). Flat, cut 216 x 356 mm (8-1/2 x 14 inches). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</b></p> <p><b>Minimum order, 150 MX (150,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 5 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</b></p>	4,000	\$	
270f	O-65	<p>White, Plain Copier, Xerographic Paper, (non-compliant EO 13101 stock), 75 g/m<sup>2</sup> (basis, 17 x 22 inches, 20 pounds). Flat, cut 216 x 279 mm (8-1/2 x 11 inches) with three (3) 6.5 mm (1/4 inch) or 8 mm (5/16 inch) diameter holes, 9.5 mm (3/8- inch) from edge of sheet to center of hole, 108 mm (4-1/4 inches) center to center on 279 mm (11-inch) (left side). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</b></p> <p><b>Minimum order, 200 MX (200,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 5 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</b></p>	3,000	\$	

Lot No.	JCP No.	Brief Description	Quantity Thousand Sheets (MX)	Price Per Thousand Sheets Dollars	Not Applicable
270h	O-65	<p>Colored, Plain Copier, Xerographic Paper, blue, buff, green, pink, salmon, and yellow, (non-compliant EO 13101 stock), 75 g/m<sup>2</sup> (basis, 17 x 22 inches, 20 pounds). Flat, cut 216 x 279 mm (8-1/2 x 11 inches). Grain long. <b>(The right is reserved to order any of the foregoing colors). This paper must be suitable for processing in laser printers.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</b></p> <p><b>Minimum order, one color, 200 MX (200,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 5 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</b></p>	1,000	\$	
					Percentage of Postconsumer Fiber
326a	Q60	<p>White, United States Postal Card Paper, 195 g/m<sup>2</sup>, (basis, 22-1/2 x 28-1/2 inches, 89 pounds). Flat, cut 927 x 1,143 mm (36-1/2 x 45 inches). Grain Long. For printing on 4-color Postal Cards. Deliver felt side up. See Weight, Banding, &amp; Marking (T&amp;C). <b>Minimum order, 600 MX (600,000 sheets).</b></p>	1,200	\$	
360a	R20	<p>Newsboard, 355 g/m<sup>2</sup>, (basis, 26 x 38 inches, No. 100). Flat, cut 864 x 1,118 mm (34 x 44 inches, No. 66). <b>Minimum order, 10 MX (10,000 sheets).</b></p>	60	\$	
366d	R30	<p>Book Cover Board, 1,125 g/m<sup>2</sup>, (basis, 25-1/4 x 30-1/4 inches, No. 41). Flat, cut 635 x 806 mm (25 x 31-3/4 inches) <b>Minimum order, 2 MX (2,000 sheets).</b></p>	20	\$	

## ENVELOPE SCHEDULE

Lot No.	JCP No.	Brief Description	Quantity Thousand Envelopes (MX)	Price Per Thousand Envelopes Dollars	Percentage of Postconsumer Fiber
424	V10	Light-Colored Brown (Kraft Shade) Envelopes, 120 g/m <sup>2</sup> , (basis, 17 x 22 inches, 32 pounds). Size: 242 x 305 mm (9-1/2 x 12 inches) with 89 mm (3-1/2 inch) flap. Open side, gummed, high-cut, diagonal seam, and high shoulder. (Style A) See Construction (T&C). <b>Minimum order, 250 MX (250,000 envelopes)</b>	1,500	\$	
426	V10	Light-Colored Brown (Kraft Shade) Envelopes, 150 g/m <sup>2</sup> , (basis, 17 x 22 inches, 40 pounds). Size: 254 x 381 mm (10 x 15 inches), with 127 mm (5 inch) flap. Open side, gummed, high-cut, diagonal seams, and high shoulder (Style A). See Construction (T&C). <b>Minimum order, 150 MX (150,000 envelopes)</b>	150	\$	
430	V10	Light-Colored Brown (Kraft Shade) Envelopes, 150 g/m <sup>2</sup> , (basis, 17 x 22 inches, 40 pounds). Size: 305 x 407 mm (12 x 16 inches). Open side, gummed, high-cut, diagonal seams, and high shoulder. (Style A) See Construction (T&C). <b>Minimum order, 50 MX (50,000 envelopes)</b>	50	\$	
			Quantity Thousand Envelopes (MX)	Price Per Thousand Envelopes Dollars	Percentage of Recovered Materials Including Cotton/Linen
432	V10	Light-Colored Brown (Kraft Shade) Envelopes, 150 g/m <sup>2</sup> , (basis, 17 x 22 inches, 40 pounds). Size: 369 x 457 mm (14-1/2 x 18 inches), with 127 mm(5 inch) flap. Open side, gummed, high-cut, side seam, and high shoulder. Postconsumer fiber, in any percent is encouraged, provided that the requirements of this Standard are met. See Construction (T&C).(Style C). <b>Minimum order, 20 MX (20,000 envelopes)</b>	20	\$	



Lot No.	JCP No.	Brief Description	Quantity Thousand Envelopes (MX)	Price Per Thousand Envelopes Dollars	Percentage of Postconsumer Fiber
450	-----	White Kraft Envelopes, 120 g/m <sup>2</sup> . (basis, 17 x 22 inches, 32 pounds). Size: 102 x 264 mm (4 x 10-3/8 inches). Open side, double side seams, permanent self-sealing latex gum closure, 1-1/2 inch wide square seal flap, and 1-inch wide permanent self-sealing latex adhesive. Packed 500 per box, 2,500 per carton. See specifications on page 27. See Packaging (T&C) <b>Preproduction samples are required.</b> <b>Minimum order 500 MX (500,000 envelopes).</b>	2,100	\$	
					Percentage of Recovered Materials Including Cotton/ Linen
455	V40	White 25% Bond Envelopes, 90 g/m <sup>2</sup> (basis, 17 x 22 inches, 24 pounds). Size: 105 x 242 mm (4-1/8 x 9-1/2 inches). Open side, gummed, high-cut, diagonal seam, and high shoulder. (Style A). See Construction (T&C). <b>Minimum order, 50 MX, (50,000 envelopes).</b>	150	\$	
					Not Applicable
478	-----	White 100% Writing Envelopes, 105 g/m <sup>2</sup> , 28 pounds. Size: 121 x 188 mm (4-3/4 x 7-3/8 inches). Open side, gummed, high-cut, diagonal seam, and high shoulder (Style A). See Construction (T&C). <b>Number of sheets required to manufacture 30 MX (30,000 envelopes).</b> <b>Minimum order, 30 MX, (30,000 envelopes).</b> See specifications on page 28.	30	\$	

Lot No.	JCP No.	Brief Description	Quantity Thousand Envelopes (MX)	Price Per Thousand Envelopes Dollars	Percentage of Postconsumer Fiber
481	V20	White Writing Envelopes, 90 g/m <sup>2</sup> , (basis, 17 x 22 inches, 24 pounds). Size: 105 x 242 mm (4-1/8 x 9-1/2 inches). Open side, gummed, high-cut, diagonal seam, and high shoulder. (Style A) See Construction (T&C). <b>Minimum order, 2,000 MX (2,000,000 envelopes)</b>	2,000	\$	
481b	V20	White Writing Envelopes, 75 g/m <sup>2</sup> , (basis, 17 x 22 inches, 20 pounds). Size: 105 x 242 mm (4-1/8 x 9-1/2 inches). Open side, gummed, high-cut, high shoulder, and side seam (Web Style). (Style C) See Construction (T&C). <b>Minimum order, 240 MX (240,000 envelopes)</b>	600	\$	
488	V20	White Writing Envelopes with window, 90 g/m <sup>2</sup> , (basis, 17 x 22 inches, 24 pounds). Size: 105 x 242 mm (4-1/8 x 9-1/2 inches). Open side, gummed, high-cut, diagonal seam, and high shoulder. Window with square corner, 32 x 121 mm (1-1/4 x 4-3/4 inches) in size, located 20 mm (3/4 inch) from the left side of the envelope and 13 mm (1/2 inch) from the bottom. The window material shall be transparent and clear so that the printed matter inside is distinctly legible. (Style A) See Construction (T&C). <b>Minimum order, 500 MX (500,000 envelopes)</b>	6,000	\$	

# SPECIFICATIONS FOR LOT NUMBER 450

## WHITE KRAFT ENVELOPES (with latex self-seal adhesive)

### Lot 450

Open side, double side seams, permanent self-sealing latex gum closure, 38 mm (1-1/2 inches) wide square seal flap. Packed 500 per box, 2,500 per carton.

### GENERAL REQUIREMENTS INFORMATION

**Use information:** This paragraph is information only and is not exclusively definitive of the end use.

For the insertion of documents manually. Suitable for letterpress and offset printing; printed matter may include text and line illustrations.

**Sampling and testing:** Shall be conducted in accordance with the standards in Parts 2 and 4, *Government Paper Specification Standards*. A carton of representative envelopes shall be furnished for performance testing **prior to shipment** of each manufacturing run on a purchase order. The order cannot be shipped prior to testing and approval of the carton of representative samples. The samples submitted will be tested for conformance to specifications and the contractor will be notified of approval or disapproval within 10 days after receipt of samples in the GPO. The carton of envelopes should be marked "QC SAMPLES for PERFORMANCE TESTING" along with the purchase order number. If the initial samples are disapproved and the contractor elects to supply additional samples for testing, they will not be relieved of their obligation to meet the scheduled shipping/delivery date. The contractor will be charged \$250.00 for each retest requested.

Alternatively, the contractor may request a waiver from submitting the "QC SAMPLES for PERFORMANCE TESTING" if during the past 2 years they have provided GPO with an acceptable product. When requesting the waiver, the contractor shall simply provide a set of QC SAMPLES (30 representative pieces) in accordance with paragraphs 60, 61, and 62 in the *Paper Procurement Section Contract Terms and Conditions* and provide the purchase order number of the acceptable product.

*Any deviation in the flap adhesive or adhesive quality requirements below shall be sufficient cause for rejection of the envelopes.*

**Pressroom conditions:** The bulk of these envelopes will be used in air-conditioned pressrooms maintained at 24 ±2 °C and 45 ±8% relative humidity or offices with atmospheric conditions of 21 ±5.5 °C and 50 ±20% relative humidity.

### CONSTRUCTION AND ADHESIVE

**Style:** The envelope shall be open side, double side seams, and have a slightly tapered square seal flap. A tolerance of ±3 mm (1/8 inch) shall be allowed on the width of the flap.

**Size:** The size of the envelope shall be as ordered. A tolerance of -2 mm, +4 mm shall be allowed. Dimensions are inside measurements.

**Flap adhesive:** Shall be a 25 mm (1 inch) wide cohesive strip of latex adhesive on the seal flap and back flap (latex) uniformly applied and extending the full length of the flap and envelope [to at least 13 mm (0.5 inch) of the side fold].

**Adhesive quality:** The envelopes are self-sealing having a permanent latex gum coating, which must function satisfactorily for a period of not less than 12 months. When the strips are in contact with each other, the envelope shall be tightly and securely sealed when examined after 1 hour and again after 24 hours.

The latex adhesive shall not pick, lift, fluff, or pile under normal press condition. The side seams shall be securely and firmly bonded so that when the seam is pulled apart, there is evidence of paper fibers being pulled along the entire adhesive area. Voids shall not be more than 6 mm (1/4 inch) in diameter are not acceptable.

### MATERIAL

**Stock:** 100% bleached sulphate pulp.

Note: Not less than 20 pct. postconsumer fiber. Any percent over 20 percentage points is encouraged, provided that the requirements of this Standard is met.

**Grammage:** Average (g/m<sup>2</sup>) .....120  
Basis weight: 17 by 22 inches, 500 sheets (pounds)..... 32  
A tolerance of ±5 pct. shall be allowed.

**Bursting strength:** Average, not less than (kPa)..... 340  
Equivalent (lb/in<sup>2</sup>)..... 50

**Writing quality:** Characters written with pen and ink shall be clear-cut and free from excessive feathering.

**General appearance:** Envelopes shall conform to the standard sample(s) adopted by the Government.

**Color:** The envelopes in the order shall be uniform in color with a target brightness of not less than 81 pct. The color variations shall not exceed DE (CIELAB)=1.0.

**Finish:** Envelope stock shall have a smooth-finish.

**Cleanliness:** The dirt count for each side of the paper shall not exceed 250 specks per square meter. No envelope (Up to 300cm<sup>2</sup> in size) shall contain more than two obvious and objectionable foreign particles with an equivalent area of 0.25 mm<sup>2</sup> or greater on the face of the envelope. (The number of particles permitted is proportionately higher for larger envelopes.)

LOT NO.	DESCRIPTION OF ENVELOPES		
	<b>WHITE KRAFT ENVELOPES</b>		
	SIZE	GRAMMAGE	(SUB. NO.)
450	102 x 264 mm (4 x 10-3/8 inches) Minimum order, 500 MX.	120	(32)

## SPECIFICATIONS FOR LOT NUMBERS 474, 477, 478

### 100% WHITE WRITING ENVELOPES

**Lots 474 to 478.**

Open side, gummed, high-cut, diagonal seam; high shoulder, flap as illustrated under Drawings of Envelopes.

**Special Notice to Bidders:** The manufacture of envelopes and cost for transportation of furnished stock from the Government Printing Office to contractor's plant must be included in the bid price, GPO will furnish paper in sizes 876 x 1130 mm (34-1/2 x 44-1/2 inches). Bidders must indicate with their bid the number of sheets, including spoilage, required for the minimum order specified. No under deliveries acceptable, and no adjustment will be made for additional sheets required for the making of these envelopes.

**Adhesive-quality:** The adhesive used on the seams and flaps of these envelopes must be of such quality as will withstand exposure of a temperature of 120 °C for one minute after embossing. At the end of this exposure, the adhesive shall not have become brittle or cracked so as to cause the seams to be readily separated or to destroy the sealing qualities of the flap under ordinary conditions.

**Flap adhesive:** Shall be a clear remoistenable adhesive with no color tinting and shall be a minimum thickness of 0.015 mm (0.0006 inch), uniformly applied, and cover a minimum of 13 mm (0.5 inch) from the outer edge of the flap. Splits in the flap adhesive shall be no greater than 20 mm (3/4 inch). The flap adhesive shall be

capable of being quickly and securely sealed using 2.3 kg (5 pounds) pressure after moistening.

When opened not less than 15 seconds or more than 20 seconds after sealing, the flap shall pull fibers from the body of the envelope over the entire adhesive area.

The adhesive shall be able to resist the heat and pressure of common office laser printers, so the flap adhesive does not become soft and tacky causing the flap to stick to the body of the envelope.

**Size:** The size of the envelope shall be as ordered. A tolerance of -2 mm, +4 mm shall be allowed. Dimensions are inside measurements.

**Use information:** This paragraph is information only and is not exclusively definitive of the end use.

For the insertion of correspondence either manually or with automated equipment. Suitable for letterpress and offset printing, processing in laser printers, automated mail sorting equipment. Printed matter may include text and line illustrations.

**Pressroom conditions:** The bulk of these envelopes will be used in air-conditioned pressrooms maintained at 24 ±2 °C and 45 ±8 pct relative humidity or offices with atmospheric conditions of 21 ±5.5 °C and 50 ±20 pct relative humidity.

LOT NO.	DESCRIPTION OF ENVELOPES		
	<b>WHITE 100% WRITING ENVELOPES</b>		
	<b>SIZE</b>	<b>GRAMMAGE</b>	<b>(SUB. NO.)</b>
474	105 x 242 mm (4-1/8 x 9-1/2 inches)..... <b>Minimum order, 10 MX.</b>  <b>*Number of sheets required to manufacture 10 MX envelopes.</b>	105	(28)
477	121 x 172 mm (4-3/4 x 6-3/4 inches) ..... <b>Minimum order, 5 MX.</b>  <b>*Number of sheets required to manufacture 5 MX envelopes.</b>	105	(28)
478	121 x 188 mm (4-3/4 x 7-3/8 inches)..... <b>Minimum order, 30 MX.</b>  <b>*Number of sheets required to manufacture 30 MX envelopes.</b>	105	(28)

\* Bidders must indicate the number of sheets required to manufacture the minimum order specified, no under deliveries acceptable.

**DRAWING FOR WATERMARK**  
**LOT 129-STYLE G**



**\*YEAR—9.5 mm ( $\frac{3}{8}$ ) Figures**  
**Watermark Design for 100%**  
**Recycled 25% Bond Paper**

## QUALIFIED PRODUCTS LISTS

### QUALIFIED PRODUCTS LIST (QPL) FOR JCP O-65: **COMPLIANT** EO 13101 COPY PAPER (Revised 07/01/02)

#### **Brand Name**

Aspen Xerographic  
 Encore 100  
 Envirographic® 100% Postconsumer  
 Envirographic® Bond/Offset  
 Eureka!™ 30% Recycled Postconsumer  
 Eureka!™ 100% Recycled Postconsumer  
 Exact® Multipurpose Colors  
 GeoCycle  
 GREAT WHITE® MultiUse 20  
 HP Office Recycled™  
 Multi-Purpose Recycled Paper  
 New Life DP  
 Recycled Husky Xerocopy DP, Item 3108  
 (Springhill) Recycled Relay MP 00281  
 (Springhill) Relay® PLUS Colors  
 Willcopy® Recycled Paper  
 Domtar® Copy Recycled

#### **Manufacturer/Supplier**

Boise Cascade Papers Group  
 New Leaf Paper/Badger Paper Mills  
 Badger Paper Mills, Inc.  
 Badger Paper Mills, Inc.  
 Georgia-Pacific Corp.  
 Georgia-Pacific Corp.  
 Wausau Papers  
 Georgia-Pacific Corp.  
 International Paper Co.  
 Hewlett-Packard  
 IBM  
 Rolland Inc.  
 Weyerhaeuser  
 International Paper Co.  
 International Paper Co.  
 Willamette Industries, Inc.  
 Domtar Papers, Inc.

### QUALIFIED PRODUCTS LIST (QPL) FOR JCP O-65: **NON-COMPLIANT** EO 13101 COPY PAPER (Revised 07/01/02)

#### **Brand Name**

Ardor® Xerocopy  
 BPM Xerographic  
 Cascade® X-9000  
 (Champion) Multi-Purpose Recycle  
 (Champion) Multipurpose (CMDCL)  
 Color source®  
 Compat DP  
 Compat XOS  
 COPYSAVER Dual Purpose  
 Copy Solution™  
 Digital Laseropaque  
 DocuSource  
 DP Xerocopy  
 Econosource® Dual Purpose  
 FASCOPY  
 Finch Laser Opaque  
 (Hammermill® Fore® 9000™)  
 (Hammermill)Tidal® DP  
 (Hammermill® ) Fore® D.P. Colors  
 HP Office™  
 IMPACT™ Copy Paper  
 Laser Print  
 LASERULTRA™  
 Microprint™ Digital Publishing Text  
 Microprint™ Laser 1000™  
 Microprint Multi-System  
 Multi-Purpose Paper

#### **Manufacturer/Supplier**

Georgia-Pacific Corp.  
 Badger Paper Mills, Inc.  
 Boise Cascade Papers Group  
 Champion International Corp.  
 Champion International Corp.  
 Unisource  
 xpedx  
 xpedx  
 Paper Corporation of U.S.  
 Avenor America, Inc.  
 Xerox Corporation  
 Unisource  
 Frank Parsons Paper Co.  
 Paper Corp. Of U.S./Unisource  
 RIS Paper Co., Inc./Domtar Papers Inc.  
 Finch, Pruyn & Company Inc.  
 International Paper Co.  
 International Paper Co.  
 International Paper Co.  
 Hewlett-Packard  
 Frank Parsons Paper Co./Domtar Papers Inc.  
 Hammermill Papers  
 international Paper Co. (Springhill Division)  
 Georgia-Pacific Corp.  
 Georgia-Pacific Corp.  
 Georgia-Pacific Corp.  
 IBM

## QUALIFIED PRODUCTS LISTS

QUALIFIED PRODUCTS LIST (QPL) FOR JCP O-65: **NON-COMPLIANT** EO 13101 COPY PAPER (Revised 07/01/02)

### **Brand Name**

Replicopy High Speed  
Spectrum® DP  
Spectrum® Laser DP  
(Springhill) Recycled Relay MP 00281  
(Springhill) Relay MP 00281  
Willcopy® Xerographic MP  
(Windsor®) Copy  
(Windsor®) Copy Recycled  
Xerox Recycled Paper (#3R5130)  
Yorktown Xerographic DP

### **Manufacturer/Supplier**

xpedx  
Georgia-Pacific Corp.  
Georgia-Pacific Corp.  
International Paper  
International Paper  
Willamette Industries, Inc  
Domtar Papers, Inc.  
Domtar Papers, Inc.  
Xerox Corp.  
Union Camp Corp

## STANDARD SKID PACKING REQUIREMENTS

(One Odd Skid Acceptable Per Shipment)

Lot No	Size (Millimeters) Size (Inches)	Stacks Per Skid	Qty. Of Sheets Per Skid 1,000's	Lot No	Size (Millimeters) Size (Inches)	Stacks Per Skid	Qty. Of Sheets Per Skid 1,000's
7	965 x 1,270 (38 x 50)	1	7	50	889 x 1,143 (35 x 45)	1	12
16	584 x 889 (23 x 35)	1	12	50a	889 x 1,143 (35 x 45)	1	10
	635 x 965 (25 x 38)			50a	965 x 1,270 (38 x 50)	1	10
16	787 x 1,143 (31 x 45) to 1,066 x 1,473 (42 x 58)	1	15	50a	1,118 x 1,372 (44 x 54)	1	8
17	533 x 812 (21 x 32)	2	25	51	965 x 1,270 (38 x 50)	1	10
	584 x 889 (23 x 35)	1	10	51	1,118 x 1,473 (44 x 58)	1	6
	635 x 965 (25 x 38)			69	812 x 1,066 (32 x 42) to 1,066 x 1,422 (42 x 56)	1	11
	711 x 1,016 (28 x 40)			87	876 x 1,130 (34-1/2 x 44-1/2)	1	5.5
	724 x 1,219 (28-1/2 x 48)			90	812 x 1,320 (32 x 52) to 1,118 x 1,625 (44 x 64)	1	12
17	724 x 1,257 (28-1/2 x 49-1/2) to 1,066 x 1,625 (42 x 64)	1	12	92b	864 x 1,118 (34 x 44)	1	10
19a	432 x 559 (17 x 22)	4	50	93b	762 x 1,371 (30 x 54) to 914 x 1,118 (36 x 44)	1	9
21	572 x 889 (22-1/2 x 35)	2	20	93b	914 x 1,371 (36 x 54)	1	8
	584 x 889 (23 x 35)	1	8	93b	1,118 x 1,371 (44 x 54)	1	8
	635 x 965 (25 x 38)			93b	1,092 x 1,473 (43 x 58) to 1,118 x 1,473 (44 x 58)	1	7
21	812 x 1,066 (32 x 42) to 1,066 x 1,219 (42 x 48)	1	10	94	762 x 1,118 (30 x 44) to 1,092 x 1,524 (43 x 60)	1	11
21	965 x 1,270 (38 x 50)	1	10	95	939 x 1,118 (37 x 44)	1	7
21a	216 x 279 (8-1/2 x 11)	16	120	95	939 x 1,219 (37 x 48)	1	7
21a	216 x 356 (8-1/2 x 14)	12	120	95	939 x 1,143 (37 x 54)	1	7
21f	445 x 572 (17-1/2 x 22-1/2)	4	40	108	812 x 1,066 (32 x 42) to 864 x 1,422 (34 x 56)	1	10
22	889 x 1,143 (35 x 45) to 965 x 1,346 (38 x 53)	1	8	126	1,080 x 1,521 (42-1/2 x 59-7/8)	1	10
24a	635 x 965 (25 x 38)	2	8	128	432 x 559 (17 x 22) to 445 x 572 (17-1/2 x 22-1/2)	4	40
24a	965 x 1,219 (38 x 48)	1	10	128	584 x 889 (23 x 35)	1	10
28	965 x 1,270 (38 x 50)	1	9	128	800 x 1,219 (31-1/2 x 48) to 1,079 x 1,397 (42-1/2 x 55)	1	10
30	965 x 1,219 (38 x 48) to 1,035 x 1,397 (40-3/4 x 55)	1	12	128a	216 x 279 (8-1/2 x 11)	16	160
34	965 x 1,219 (38 x 48)	1	8	129	445 x 572 (17-1/2 x 22-1/2)	4	40
47	635 x 965 (25 x 38)	1	10	129	864 x 1,118 (34 x 44)	1	10
	711 x 1,016 (28 x 40)	1	7.5	130	864 x 1,118 (34 x 44)	1	13
47	889 x 1,143 (35 x 45) to 965 x 1,219 (38 x 48)	1	12	131	445 x 572 (17-1/2 x 22-1/2)	4	40
47	965 x 1,270 (38 x 50)	1	11				
48	812 x 1,118 (32 x 44) to 965 x 1,219 (38 x 48)	1	10				



## STANDARD SKID PACKING REQUIREMENTS

(One Odd Skid Acceptable Per Shipment)

Lot No	Size (Millimeters) Size (Inches)	Stacks Per Skid	Qty. Of Sheets Per Skid 1,000's	Lot No	Size (Millimeters) Size (Inches)	Stacks Per Skid	Qty. Of Sheets Per Skid 1,000's
131	864 x 1,118 (34 x 44) to 1,080 x 1,397 (42-1/2 x 55)	1	9	200	660 x 1,016 (26 x 40)	1	5
133	864 x 1,118 (34 x 44)	1	11.5	200	914 x 1,168 (36 x 46) to 991 x 1,168 (39 x 46)	1	5.5
135	864 x 1,118 (34 x 44)	1	5.5	202	641 x 965 (25-1/4 x 38)	2	11
140	864 x 1,118 (34 x 44)	1	11	202	914 x 1,473 (36 x 58)	1	5.5
148	812 x 1,066 (32 x 42) to 965 x 1,219 (38 x 48)	1	11	202	914 x 1,168 (36 x 46)	1	5.5
149	812 x 1,066 (32 x 42) to 965 x 1,219 (38 x 48)	1	8	203	641 x 965 (25-1/4 x 38)	2	11
150	1,092 x 1,397 (43 x 55)	1	5.5	203	914 x 1,168 (36 x 46)	1	5.5
150	814 x 1,066 (32 x 42) to 965 x 1,219 (38 x 48)	1	6.5	206	641 x 965 (25-1/4 x 38)	2	10
151	864 x 1,118 (34 x 44)	1	8	206	914 x 1,168 (36 x 46)	1	5
152	864 x 1,118 (34 x 44)	1	6.5	210	889 x 1,168 (35 x 46)	1	5
182a	864 x 1,118 (34 x 44)	1	5.5	212	660 x 1,016 (26 x 40)	1	4.5
182b	991 x 1,270 (39 x 50)	1	5.5	212	914 x 1,168 (36 x 46)	1	5.5
183	864 x 1,118 (34 x 44)	1	4.5	219a	609 x 914 (24 x 36)	1	6
185	864 x 1,118 (34 x 44)	1	5.5	219c	1,016 x 1,219 (40 x 48)	1	6
185a	914 x 1,168 (36 x 46)	1	5.5	219d	914 x 1,219 (36 x 48)	1	6
188a	864 x 1,118 (34 x 44)	1	5.5	268	965 x 1,270 (38 x 50)	1	10
189	432 x 559 (17 x 22)	4	16	268	1,143 x 1,524 (45 x 60)	1	7
190	864 x 1,118 (34 x 44)	1	3.5	282	559 x 864 (22 x 34)	2	4
191	864 x 1,118 (34 x 44)	1	5.5	301	559 x 864 (22 x 34)	2	4.8
192	864 x 1,118 (34 x 44)	1	4.5	302	559 x 711 (22 x 28)	2	3
200	641 x 965 (25-1/4 x 38)	2	10	303	559 x 711 (22 x 28)	2	2
				326a	927 x 1,143 (36-1/2 x 45)	1	4
				360a	864 x 1,118 (34 x 44)	1	2
				360c	1,080 x 1,422 (42-1/2 x 56)	1	2

## **RECYCLED MATERIAL CONTENT**

This solicitation incorporates the Paper Products Recovered Materials Advisory Notice (PAPER RMAN) published June 8, 1998 (63 FR 31217) under authority of Sections 2002(a) and 6002 of the Solid Waste Disposal Act, amended by the Resource Conservation and Recovery Act of 1976, as amended, 42 U.S.C. 6912(a) and 6962, and Executive Order 13101 "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition" issued September 14, 1998.

Each bidder, when entering a bid price on the bid, must state alongside the price entry the percentage of recovered materials including cotton/linen and/or postconsumer fiber that the product they propose to furnish will contain. Bids, which do not state the percentage of recovered materials including cotton/linen and/or postconsumer fiber along with the bid price, will be considered nonresponsive. Each bidder, by signing the bid, certifies to the percentage of recovered materials including cotton/linen and/or postconsumer fiber to be used in the manufacture of each item (LOT) for which a quote is submitted. The Government reserves the right to require proof of such certification prior to the first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

The contractor shall maintain records, for purposes of Government audit, that will verify (i) the contractor's certification of the minimum recovered materials including cotton/linen and/or postconsumer fiber used in performance of the contract, (ii) that the paper and paper products are in compliance with the specification requirements, and (iii) the paper and paper products are manufactured in accordance with the minimum content standard stated in the solicitation, whether the materials are manufactured by the contractor or another manufacturer. The contractor, if not the manufacturer, shall obtain this information from the manufacturer. The contractor shall maintain and make these documents available to the Government, upon request, for one year after the expiration of the contract.

## **CONTRACTING OFFICER**

The Contracting Officer for this contract is Ms. Sheree A. Young, Chief, Paper Procurement Section, Paper & Specialized Procurement & Sales Division, Materials Management Service. She can be reached on Telephone Number 202-512-2022, FAX Number: 202-512-1481, E-Mail: [syoung@gpo.gov](mailto:syoung@gpo.gov), or mailing address: U.S. Government Printing Office, Paper Procurement Section, Room A344, STOP: MMPP, Washington, DC, 20401.

The Contracting Officer is the only person authorized to make changes or approve changes in any of the requirements of the contract, and notwithstanding any provisions contained elsewhere in this contract, said authority remains solely with the Contracting Officer. In the event, the contractor makes any changes at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be allowed in the contract price to cover any increase in costs incurred as a result thereof.

## **CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR) DESIGNATION**

The Contracting Officer's Technical Representative (COTR) for this contract will be named after award of contract. The COTR can be reached on Telephone Number: 202-512-0782, FAX Number 202-512-0015, E-Mail: [ssubt@gpo.gov](mailto:ssubt@gpo.gov), or mailing address: U.S. Government Printing Office, Chief, Testing and Technical Services Division, Room B502, STOP: QC, Washington, DC, 20401. The COTR is authorized to oversee the contractor's technical efforts to assure that they are in strict accordance with the terms and conditions of the contract. The COTR will also be the primary interface between the contractor and the Contracting Officer on matters pertaining to the contractor's technical efforts. The COTR has the authority to act on all technical matters except contract modifications (change orders), disputes, or termination of the contract, which remains the sole responsibility of the Contracting Officer.

## **ELECTRONIC FUNDS TRANSFER**

The U.S. Government Printing Office now requires the use of Electronic Funds Transfer (EFT) to pay contractors. Your company's payment will be sent to your financial institution via Direct Deposit/Electronic Funds Transfer and automatically credited to your account on the payment date. In order for your company to identify the payment, GPO will include your invoice number, as well as GPO purchase order number, and a payment code in the "addenda" record that will accompany the electronic payment to your financial institution. To sign up for EFT, you must complete Form 3881 - Payment information Form. If you have any questions concerning EFT, contact 202-512-0864, or call 1-800-BILLGPO. (See Form on page 51)

## **BID BOND**

No bid will be considered which is unaccompanied by a bid bond with surety or certified check in the amount of \$5,000 for paper and \$1,000 for envelopes guaranteeing that the bidder, if its bid is accepted, shall execute a bond for the faithful performance thereof with good and sufficient sureties. Checks submitted in lieu of bid bond will be returned to the unsuccessful bidder(s) after award of contracts (approximately two weeks after bid opening). (Bid Bond, page 48-49).

## **EQUAL MONTHLY SHIPMENTS**

Except for lot numbers 90, 92b, 93b, 94, and 95, or individual lots where the estimated quantity is for 108,000 kg (240,000 pounds) or more, or its equivalent in sheets, bids based on equal monthly shipments will be considered, with the Government reserving the right to order up to 30 percent during any three months of the quantity awarded. Qualified bids based on other than equal monthly shipments will not be considered. It is anticipated that shipments of any of the estimated quantities will not be required during the first month of the contract except for those lots with less than 30 day delivery schedules. On individual lots where the estimated quantity is less than 108,000 kg (240,000 pounds), bids based on equal monthly shipments may be rejected.

## **MILL LETTERS**

Each bidder must submit a separate mill letter at or before the time set for opening of bid. The mill letter must contain the complete names and mailing addresses, including zip codes, of the manufacturer of the various lots of paper, as well as the converters for the various lots of envelopes, proposed by the bidder. No changes shall be made in the name or location of the manufacturer without prior approval by GPO.

However, in the event a bidder inadvertently fails to submit a mill letter with the bid, an additional 72 hours after the time set for opening of bids may be granted. Mill letters must contain accurate and complete information to be considered responsive to the invitation for bids. If a bidder specifies more than one mill for a given lot, in the event, of equal low bids, the bidder will not be eligible for consideration of award as a small business concern or certified-eligible, persistent or substantial labor surplus area concern unless each mill specified meets the requirements for such a determination; otherwise, award will be resolved by the drawing of lots. Both the bidder and the manufacturer must meet the Small Business Administration's requirements to qualify as small business. The penalty for making false statements in bids is prescribed in 18 United States Code 1001.

## **TRUCKLOAD SHIPMENTS OF XEROGRAPHIC PAPER**

For truckload shipments of xerographic paper, lot numbers 269b, 269i, and 270, bidders are required to state in their mill letters the load (weight) capacity of the trucks (40,000 or 44,000 pound truckloads) they intend to utilize to deliver the paper to the destination, and that same capacity trucks shall be used throughout the contract period.

## **MULTIPLE AWARDS**

In the event that the lowest acceptable bidder is unable to furnish the entire quantity of any lot estimated by the Government as necessary to meet its needs, and the quantity offered in their bid is such that it is for consideration in making award of contracts, award to several bidders may be made to insure delivery of the Government's requirements. The Government will purchase its needs first from the low bidder and thereafter in the same manner from the next low bidders. In the event of tie bids for quantities less than that estimated as being required to meet the Government's needs, multiple contracts will be awarded. In such event, the Government will determine by lot the sequence in which orders for its needs shall be placed.

## **PERFORMANCE BOND**

Upon notification of award, each successful contractor will be required to complete a Performance Bond, approved by the contracting officer, payable to the United States of America with two or more individual sureties, or one corporate surety, in a penal sum equal to 10 percent of the estimated amount of the contract, in which the contractor shall covenant and agree that in case the said contractor shall fail to execute and perform any or all of the covenants, stipulations, and agreements of said contract on his part, the said contractor and his sureties shall forfeit and pay to the United States of America any and all damages which the United States may sustain by reason thereof for which the said contractor and his sureties shall be jointly and severally liable to be sued in the name of the United States.

## Paper “QC Sample”

(7/2002)

**Send samples marked “QC Samples” to:** Chief, Testing & Technical Services Division  
Stop QC, Room B502  
U.S. Government Printing Office  
Washington, DC 20401 ...

... in accordance with the current IFB. For exact requirements, see section “*INSPECTION, TESTING, ACCEPTANCE OR REJECTION*” of the current *Contract Terms and Conditions*. Note, samples are required when the value of the PO exceeds \$500. (*This form should be used ONLY as a covering document or guide for the submission of QC samples and test data.*)

**Description of Paper or Paperboard** \_\_\_\_\_

**GPO Lot Number** \_\_\_\_\_ **GPO Order Number** \_\_\_\_\_

**Date(s) of Shipment/Delivery** \_\_\_\_\_

**Truck Number(s)** \_\_\_\_\_

The following information has been included with the QC Sample set:

- Outturn samples consisting of 25 pieces each from the *beginning, middle, and end* of the manufacturing run.)
- Manufacturing or run number \_\_\_\_\_
- A statement certifying that the sampling was conducted in accordance with TAPPI T-400 or equivalent
- Test data obtained at regular intervals throughout the manufacturing run.
- Statement of the recycled (PC, recovered, etc.) fiber content for the paper or paperboard.
- Signature of the mill’s official responsible for sampling, quality control and quality assurance certifying to the accuracy of the information provided with the QC Samples.

Samples were sent no later than 10 calendar days after the date of shipment except for certain designated lots of paper.

_____ (Signed)	_____ Title	_____ Date
-------------------	----------------	---------------

## Envelope "QC Sample"

07/2002

Send samples marked "QC Samples" to: Chief, Testing & Technical Services Division  
Stop QC, Room B502  
U.S. Government Printing Office  
Washington, DC 20401 ...

... in accordance with the current IFB. For exact requirements, see section "INSPECTION, TESTING, ACCEPTANCE OR REJECTION" of the current *Contract Terms and Conditions*. Note, samples are required when the value of the PO exceeds \$500. (*This form should be used ONLY as a covering document and guide for the submission of envelope samples. Each converter's unique inspection / test data and his base paper manufacturer's test data should also be included.*)

Description of Envelopes \_\_\_\_\_

GPO Lot Number \_\_\_\_\_ GPO Order Number \_\_\_\_\_

Date(s) of Shipment/Delivery \_\_\_\_\_ Truck Number(s) \_\_\_\_\_

Provide the information required in either Column A OR Column B below:

### COLUMN A

(Items manufactured for GPO)

A "QC Samples" set includes 10 outturn samples, each marked "beginning", "middle", and "end" (30 pieces total) and the following information:

Converter's Manufacturing Run Number:

\_\_\_\_\_

The test and inspection data of the converter's manufacturing run obtained at regular intervals (include sampling plan used) are **attached** and signed by the plant's official in charge of sampling, quality control, and quality assurance.

Manufacturing Run Number (of base paper):

\_\_\_\_\_

The detailed test data of the base paper from the paper mill is **attached** and signed by the mill's official in charge of sampling, quality control, and quality assurance and includes the recycled materials content of the base paper *including the total recovered materials (including cotton/linen) and/or postconsumer fiber.*

### TEST / INSPECTION DATA ATTACHED

### COLUMN B

(Standard stock items from inventory supplied to GPO)

A "QC Samples" set includes 25 pieces of the item supplied and the following information.

**Commercial Product Name:**

\_\_\_\_\_

**Commercial Product Number:**

\_\_\_\_\_

As necessary, other commercial identification of envelopes which describes the contractor's product:

Manufacturing and converting test data will not be required in this instance.

**I am certifying that the attached samples contain**

\_\_\_\_\_ % of postconsumer fiber and/or

\_\_\_\_\_ % of recovered materials (including cotton/linen.)

\_\_\_\_\_

**(Signed) Contractor**

**Date**

\_\_\_\_\_

**Title**

## CONTRACT CLAUSES

### REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is a legislative agency of the United States Government. Accordingly, the Federal Acquisition Regulations (FAR) are inapplicable to this, and all GPO procurements. However, the text of certain provisions of the FAR, as contained in the Code of Federal Regulations, is referenced in this solicitation. The bidder should note that only those provisions of the FAR, which are specifically incorporated by reference into this solicitation, are applicable.

### NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference in accordance with the FAR clause at “52.252-2 CLAUSE INCORPORATED BY REFERENCE (JUNE 1988)” in Section I of this contract.

There are one or more solicitation provisions incorporated by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

NUMBER	TITLE	DATE
52.202-1	Definitions	Oct 1995
	Regulations Governing Procurement	
52.203-1	Officials Not to Benefit	Apr 1984
52.203-3	Gratuities	Apr 1984
52.203-5	Covenant Against Contingent Fees	Apr 1984
52.203-6	Restrictions on Subcontractor Sales to the Government	Jul 1995
	American Made Products	
52.203-7	Anti-Kickback Procedures	Jul 1997
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	Oct 1988
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity	Jan 1997
52.203-12	Limitation on Payments to Influence Certain Federal Transactions	Jan 1997
52.209-6	Protecting the Government's Interest When Subcontracting	Jul 1995
	With Contractors Debarred, Suspended, or Proposed for Debarment	
52.214-29	Order of Precedence—Sealed Bidding	Jan 1986
52.215-1	Examination of Records by Comptroller General	Feb 1993
52.215-33	Order of Precedence	Jan 1986
52.219-8	Utilization of Small Business Concerns and Small Disadvantaged Business Concerns	Jun 1997
52.219-13	Utilization of Women-Owned Small Businesses	Aug 1986
52.220-3	Utilization of Labor Surplus Area Concerns	Apr 1984
52.220-4	Labor Surplus Area Subcontracting Program	Apr 1984
52.222-1	Notice to the Government of Labor Disputes	Apr 1984
52.222-3	Convict Labor	Aug 1996
52.222-4	Contract Work Hours and Safety Standards Act—Overtime Compensation	Jul 1995
52.222-20	Walsh-Healy Public Contracts Act	Dec 1996
52.222-26	Equal Opportunity	Apr 1984
52.222-28	Equal Opportunity Preaward Clearance of Subcontracts	Apr 1984
52.222-35	Affirmative Action for Special Disabled and Vietnam Era Veterans	Apr 1984
52.222-36	Affirmative Action for Handicapped Workers	Apr 1984
52.222-37	Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era	Jan 1988

## CONTRACT CLAUSES (CONTINUED)

52.223-2	Clean Air and Water Compliance with the Emergency Planning and Community Right-to-Know Act of 1986 and the Pollution Prevention Act of 1990	Apr 1984
52.223-3	Hazardous Material Identification and Material Safety Data	Nov 1991
52.225-3	Buy American Act-Supplies	Jan 1994
52.225-11	Restrictions on Certain Foreign Purchases	Oct 1996
52.227-1	Authorization and Consent	Jul 1995
52.227-2	Notice and Assistance Regarding Patent and Copyright Infringement	Aug 1996
52.227-3	Patent Indemnity	Apr 1994
52.229-3	Federal, State, and Local Taxes	Jan 1991
52.229-5	Taxes—Contracts Performed in U.S. Possessions or Puerto Rico	Apr 1984
52.232-1	Payments	Apr 1984
52.232-11	Extras	Apr 1984
52.232-17	Interest	Jan 1991
52.232-23	Assignment of Claims	Jan 1986
52.242-13	Bankruptcy	Jul 1995
52.243-1	Changes—Fixed Price	Feb 1995
52.246-2	Inspection of Supplies—Fixed Price	Jul 1985
52.246-16	Responsibility for Supplies	Apr 1984
52.247-54	Diversion of Shipment Under F.O.B. Destination Contracts	Mar 1989
52.247-64	Preference for Privately Owned U.S. Flag Commercial Vessels	Apr 1984
52.249-1	Termination for Convenience of the Government (Fixed Price) (Short Form)	Apr 1984
52.249-2	Termination for Convenience of the Government(Fixed Price)	Sep 1996
52.249-8	Default (Fixed-Price Supply and Service)	Apr 1984
552-203-70	Restriction on Advertising	
552.211.72	References to Specifications in Drawings	
552.210-74	Brand Name or Equal	
552.211-73	Marking	
552.210-76	Charges for Marking	
552.211-75	Preservation, Packaging, and Packing	
552.211-77	Packing List	
552.211-82	Notice of Shipment	
552-223-72	Nonconforming Hazardous Materials	
552.243-70	Discounts for Prompt Payment (Variation)	
552.252-6	Pricing of Adjustments	
	Authorized Deviations or Variations in Clauses	

## DISPUTES (VARIATION)

Except as otherwise provided in the contract, any dispute concerning a question of fact related to the contract which is not disposed of by agreement shall be decided by the Contracting Officer, who shall make his/her decision in writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Contracting Officer shall be final and conclusive unless, within 90 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the Contracting Officer a written appeal addressed to the Public Printer. The decision of the Public Printer, or a duly authorized representative for the determination of such appeals, shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal under this article, the Contractor shall be afforded an opportunity to be heard and to bid evidence in support of his/her appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the Contracting Officer's decision.

This "Disputes" article does not preclude consideration of law questions in connection with decisions provided for in the paragraph above: Provided, that nothing in the contract shall be construed as making final the decision of any administration official, representative, or board on a question of law.

## **SERVICE OF PROTEST (VARIATION)**

- (a) Protests, as defined in Section 3 of GPO Instruction 305.7, are filed directly with the Government Printing Office (GPO), and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer at the procurement office from which the solicitation was issued by obtaining written and dated acknowledgement of receipt from the Director, Materials Management Service, USGPO, Mail Stop: MM, Washington, DC 20401.
- (b) The copy of any protest shall be received by the official or in the office designated above within 1 day of filing a protest with GAO.

## **PROTEST AFTER AWARD (AUG 1989)**

- (a) Upon receipt of a notice of protest (as defined in Section 3 of GPO Instruction 305.7) or a determination that a protest is likely (see Section 4(d) of GPO Instruction 305.7), the contracting officer may, by writer order to the contractor, direct the contractor to stop performance of the work called for by this contract. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Upon receipt of the final decision in this protest, the Contracting Officer shall either—
  - (1) Cancel the Stop-Work Order
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled either before or after a final decision in the protest, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if—
  - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to an adjustment within 30 days after the end of the period of work stoppage; provided, that if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the request at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.
- (e) The Government's right to terminate this contract at anytime are not affected by action taken under this clause.
- (f) If, as a result of the contractor's intentional misstatement, misrepresentation or miscertification, a protest related to this contract is sustained and the Government pays cost, as provided in 4 (c)(2) or 6(h)(1) of GPO Instruction 305.7, the Government may require the contractor to reimburse the Government the amount of such costs. In addition to any other remedy available, the Government may collect this debt by offsetting the amount against any payment due the contractor under any contract between the contractor and the Government.



## **BOND SECURITY (Oct 1997)**

The contractor shall promptly furnish additional security required to protect the Government and persons supplying labor or materials under this contract if—

- a. Any surety upon any bond, or issuing financial institution for other security, furnished with this contract becomes unacceptable to the Government;
- b. Any surety fails to furnish reports on its financial condition as required by the Government;
- c. The contract price is increased so that the penal sum of any bond becomes inadequate in the opinion of the contracting officer; or
- d. An irrevocable letter of credit (ILC) used as security will expire before the end of the period of required security. If the contractor does not furnish an acceptable extension or replacement ILC, or other acceptable substitute, at least 30 days before an ILC's scheduled expiration, the contracting officer has the right to immediately draw on the ILC.

## **52.228-11 PLEDGES OF ASSETS (FEB 1992)**

- a. Offerors shall obtain from each person acting as an individual surety on a bid guarantee, a performance bond, or a payment bond—
  - (1) Pledge of assets; and
  - (2) Standard Form 28, Affidavit of Individual Surety.
- b. Pledges of assets from each person acting as an individual surety shall be in the form of -
  - (1) Evidence of an escrow account containing cash, certificates of deposit, commercial or Government securities, or other assets described in FAR 28.203-2 (except see 28.203-2(b)(2) with respect to Government securities held in book entry form) and/or;
  - (2) A recorded lien on real estate. The offeror will be required to provide --
    - (i) Evidence of title in the form of a certificate of title prepared by a title insurance company approved by the United States Department of Justice. This title evidence must show fee simple title vested in the surety along with any concurrent owner: whether any real estate taxes are due and payable; and any recorded encumbrances against the property, including the lien filed in favor of the Government as required by FAR 28.203-3(d);
    - (ii) Evidence of the amount due under any encumbrance shown in the evidence of title;
    - (iii) A copy of the current real estate tax assessment of the property or a current appraisal dated no earlier than 6 months prior to the date of the bond, prepared by a professional appraiser who certifies that the appraisal has been conducted in accordance with the generally accepted appraisal standards as reflected in the Uniform Standards of Professional Appraisal Practice, as promulgated by the Appraisal Foundation (a).

## **DEFAULT OF CONTRACTOR**

If a contractor fails to deliver the paper and/or envelopes within the time specified, or comply with the terms and conditions of the contract, the Government has the right to terminate the contract for default. A new contract will be entered into with the lowest, best, and most responsible bidder for the best interest of the Government among those whose proposals were rejected at the last bid opening or the contracting officer shall advertise for new proposals. During the interval that may occur, the contracting officer may purchase the paper product in the open market, at the lowest market price.

The contractor is liable to the Government for all procurement costs and all increase of cost incurred in procuring the paper and envelopes upon his default.

## **REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF BIDDERS**

### **CERTIFICATE OF INDEPENDENT PRICE DETERMINATION**

- a. The bidder certifies that—
- (1) The prices in this bid have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to (i) those prices, (ii) the intention to submit a bid, or (iii) the methods or factors used to calculate the prices bid;
  - (2) The prices in this bid have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening unless otherwise required by law; and
  - (3) No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a bid for the purpose of restricting competition.
- b. Each signature on the bid is considered to be a certification by the signatory that the signatory
- (1) Is the person in the bidder's organization responsible for determining the prices being offered in this bid, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
  - (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above
- 
- [insert full name of person(s) in the bidder's organization responsible for determining the prices offered in this bid, and the title of their position in the offeror's organization];
- (ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
  - (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- c. If the bidder deletes or modifies subparagraph (a)(2) above, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

### **TAXPAYER IDENTIFICATION**

- a. Definitions.
- Common parent, as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.
- Taxpayer Identification Number (TIN), as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.
- b. All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

- c. The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701©(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

d. Taxpayer Identification Number (TIN).

--TIN:

--TIN has been applied for\_\_\_\_\_

--TIN is not required because:\_\_\_\_\_

--Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U. S. and does not have an office or place of business or a fiscal paying agent in the U. S.;

--Offeror is an agency or instrumentality of a foreign government;

--Offeror is an agency or instrumentality of the Federal Government.

e. Type of organization.

--Sole proprietorship;

--Partnership;

--Corporate entity (not tax-exempt);

--Corporate entity (tax-exempt);

--Government entity (Federal, State, or local);

--Foreign government;

--International organization per 26 CFR 1.6049-4;

--Other\_\_\_\_\_

f. Common parent.

--Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

--Name and TIN of common parent:

Name\_\_\_\_\_

TIN\_\_\_\_\_

## **WOMEN-OWNED BUSINESS**

- a. Representation. The offeror represents that it ( ) is,( ) is not a women-owned business concern.

- b. Definition. "Women-owned business concern," as used in this provision, means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS**

- a. (1)The offeror certifies, to the best of its knowledge and belief, that --
- (i) The Offeror and/or any of its Principals—
    - (A) Are ( ) are not ( ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
    - (B) Have ( ) have not ( ), within a 3-year period preceding this offer, bee convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public(Federal, State, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
    - (C) Are ( ) are not ( ) presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.
  - (ii) The offeror has ( ) has not ( ), within a 3-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
- (2) Principals, for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under section 1001, title 18, U. S. C.
- b. The offeror shall provide immediate written notice to the contracting officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- c. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the contracting officer may render the offeror nonresponsible.
- d. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- e. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the contracting officer may terminate the contract resulting from this solicitation for default.

## **SMALL DISADVANTAGED BUSINESS STATUS**

- a. General. This provision is used to assess an offeror's small disadvantaged business status for the purpose of obtaining a benefit on this solicitation. Status as a small business and status as a small disadvantaged business for general statistical purposes is covered by the provision at FAR 52.219-1, Small Business Program Representation.

b. Representations.

(1) General. The offeror represents, as part of its offer, that it is a small business under the size standard applicable to this acquisition; and either—

( ) (i) It has received certification by the Small Business Administration as a small disadvantaged business concern consistent with 13 CFR 124, Subpart B; and

(A) No material change in disadvantaged ownership and control has occurred since its certification;

(B) Where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104 (c)(2); and

(C) It is listed, on the date of this representation, on the register of small disadvantaged business concerns maintained by the Small Business Administration; or

( ) (ii) It has submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(2)( ) For Joint Ventures. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements of 13 CFR 124.1002(f) and that the representation in paragraph (b)(1) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. [The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture:

c. Penalties and Remedies. Anyone who misrepresents any aspects of the disadvantaged status of a concern for the purposes of securing a contract or subcontract shall:

(1) Be punished by imposition of a fine, imprisonment, or both;

(2) Be subject to administrative remedies, including suspension and debarment; and

(3) Be ineligible for participation in programs conducted under the authority of the Small Business Act.

## PROHIBITION OF SEGREGATED FACILITIES

a. Segregated facilities, as used in this clause, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin because of written or oral policies or employee custom. The term does not include separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.

b. The contractor agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The contractor agrees that a breach of this clause is a violation of the Equal Opportunity clause in this contract.

c. The contractor shall include this clause in every subcontract and purchase order that is subject to the Equal Opportunity clause of this contract.

## CLEAN AIR AND WATER CERTIFICATION

The offeror certifies that—

- a. Any facility to be used in the performance of this proposed contract is (\_\_\_), is not (\_\_\_) listed on the Environmental Protection Agency (EPA) List of Violating Facilities;
- b. The offeror will immediately notify the contracting officer, before award, of the receipt of any communication from the Administrator, or a designee, of the EPA, indicating that any facility that the offeror proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and
- c. The offeror will include a certification substantially the same as this certification, including this paragraph (c) in every nonexempt subcontract.

## RECOVERED MATERIAL CERTIFICATION

As required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. 6962©(3)(A)(i)), the offeror certifies, by signing this offer, that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by the applicable contract specifications.

## CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING

- a. Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.
- b. By signing this offer, the offeror certifies that—
  - (1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or
  - (2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: (Check each item that is applicable.)
    - (\_\_\_) (i) The facility does not manufacture, process, or otherwise use any toxic chemicals listed under section 313 (c) of EPCRA, 42 U.S.C. 11023 (c);
    - (\_\_\_) (ii) The facility does not have 10 or more full-time employees as specified in section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A);
    - (\_\_\_) (iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form have been filed with EPA);
    - (\_\_\_) (iv) The facility does not fall within Standard Industrial Classification Code (SIC) designations 20 through 39 as set forth in Section 19.102 of the Federal Acquisition Regulation; or
    - (\_\_\_) (v) The facility is not located within any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Northern Mariana Islands, or any other territory or possession over which the United States has jurisdiction.

## BUY AMERICAN CERTIFICATE

The offeror certifies that each end product, except those listed below, is a domestic end product (as defined in the clause entitled Buy American Act—Supplies), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

Excluded End Products

---

---

---

(List as necessary)

Country of Origin

---

---

---

Offerors may obtain from the contracting officer lists of articles, materials, and supplies excepted from the Buy American Act.

## PLACE OF PERFORMANCE

- a. The offeror or respondent, in the performance of any contract resulting from this solicitation, ( ) intends, ( ) does not intend [check applicable block] to use one or more plants or facilities located at a different address from the address of the offeror or respondent as indicated in this proposal or response to request for information.
- b. If the offeror or respondent checks “intends” in paragraph (a) of this provision, it shall insert in the following spaces the required information:

Place of Performance Name and Address of Owner

(Street Address, City, and Operator of the Plant

State, County, Zip Code) or Facility if Other than

Offeror or Respondent

---

---

---

---

<b>BID BOND</b> <i>(See instruction on reverse)</i>	DATE BOND EXECUTED <i>(Must not be later than bid opening date)</i>	OMB NO.: <b>9000-0045</b>
--	---	---------------------------

Public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405.

PRINCIPAL <i>(Legal name and business address)</i>	TYPE OF ORGANIZATION <i>("X" one)</i>	
	<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> PARTNERSHIP
	<input type="checkbox"/> JOINT VENTURE	<input type="checkbox"/> CORPORATION
		STATE OF INCORPORATION

SURETY(IES) *(Name and business address)*

PENAL SUM OF BOND					BID IDENTIFICATION	
PERCENT OF BID PRICE	AMOUNT NOT TO EXCEED				BID DATE	INVITATION NO.
	MILLION(S)	THOUSAND(S)	HUNDRED(S)	CENTS		
					FOR <i>(Construction, Supplies, or Services)</i>	

OBLIGATION:

We, the Principal and Surety(ies) are firmly bound to the United States of America (hereinafter called the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

CONDITIONS:

The Principal has submitted the bid identified above.

THEREFORE:

The above obligation is void if the Principal - (a) upon acceptance by the Government of the bid identified above, within the period specified therein for acceptance (sixty (60) days if no period is specified), executes the further contractual documents and gives the bond(s) required by the terms of the bid as accepted within the time specified (ten (10) days if no period is specified) after receipt of the forms by the principal; or (b) in the event of failure to execute such further contractual documents and give such bonds, pays the Government for any cost of procuring the work which exceeds the amount of the bid.

Each Surety executing this instrument agrees that its obligation is not impaired by any extension(s) of the time for acceptance of the bid that the Principal may grant to the Government. Notice to the surety(ies) of extension(s) are waived. However, waiver of the notice applies only to extensions aggregating not more than sixty (60) calendar days in addition to the period originally allowed for acceptance of the bid.

WITNESS:

The Principal and Surety(ies) executed this bid bond and affixed their seals on the above date.

PRINCIPAL				
SIGNATURE(S)	1.	2.	3.	<i>Corporate Seal</i>
		<i>(Seal)</i>	<i>(Seal)</i>	
NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.	3.	

INDIVIDUAL SURETY(IES)		
SIGNATURE(S)	1.	2.
		<i>(Seal)</i>
NAME(S) <i>(Typed)</i>	1.	2.

CORPORATE SURETY(IES)					
SURETY A	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		



<b>SURETY B</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
<b>SURETY C</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
<b>SURETY D</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
<b>SURETY E</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
<b>SURETY F</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
<b>SURETY G</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		

### INSTRUCTIONS

1. This form is authorized for use when a bid guaranty is required. Any deviation from this form will require the written approval of the Administrator of General Services.
2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.
3. The bond may express penal sum as a percentage of the bid price. In these cases, the bond may state a maximum dollar limitation (e.g., (e.g., 20% of the bid price but the amount not to exceed \_\_\_\_\_ dollars).
4. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. where more than one corporate surety is involved, their names and addresses shall appear in the spaces (Surety A, Surety B, etc.) headed "CORPORATE SURETY(IES)." In the space designed "SURETY(IES)" on the face of the form, insert only the letter identification of the sureties.  
  
(b) Where individual sureties are involved, a completed Affidavit of Individual surety (Standard Form 28), for each individual surety, shall accompany the bond. The Government may require the surety to furnish additional substantiating information concerning its financial capability.
5. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Corporate Seal"; and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.
6. Type the name and title of each person signing this bond in the space provided.
7. In its application to negotiated contracts, the terms "bid" and "bidder" shall include "proposal" and "offeror."

**UNITED STATES GOVERNMENT PRINTING OFFICE  
PAPER PROCUREMENT SECTION  
WASHINGTON, DC 20401  
BID AND ACCEPTANCE**

Date \_\_\_\_\_

To: Materials Management Service  
Paper Procurement Section, MMPP

United States Government Printing Office  
Washington, DC 20401  
Sir/Madam:

Bid Mail received in the Government Printing Office after the designate bid opening hour will not be considered except under certain unusual circumstances which may justify the acceptance of bids received after bid opening hour, but in no case unless the postmark cancellation stamp is made by the Postal Service (and not by the bidder) and shows the bid was postmarked in sufficient time to reach this office prior to the date and time specified for opening of bid. Telephone or telegraph bids will not be considered unless specifically permitted by the specifications of this invitation to bid.

Return this form correctly filled out, with firm name and endorsed by individuals signing, otherwise your bid will not be considered.

The Public Printer reserves the right to reject any or all bids and to waive defects or informalities

As per your inquiry of \_\_\_\_\_, 2003, we submit bids herewith based on delivery F.O.B. destination U.S.. Government Printing Office free of charge to the Government, unless otherwise specified.

**Bidders must submit a separate mill letter with the name and address of manufacture for each item.**

Bidder represents that he ☐ is, ☐ is not, a small business concern and that the product he/she proposes to furnish ☐ will, ☐ will not, be manufactured or produced by a small business concern, as defined in Code of Federal Regulation: Title 13, Part 121, as amended.

**Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_.**

Bidder certifies, unless otherwise stated, that the product he will deliver will be of domestic manufacture or origin as defined in the Buy American Act, as amended.

The undersigned offers and agrees, if this bid is accepted, to furnish any or all of the items upon which prices are bid, at the price set opposite each item, in exact accordance with specifications unless exceptions are specifically notated by the lot number. This offer includes the specifications contained in the Government Paper Specification Standards (No. 11) and the Paper Procurement Section Contract Terms and Conditions for Paper and Envelopes for the six-months contract term beginning April 1, 2003.

**COMPANY SUBMITTING BID**

**PERSON AUTHORIZED TO BID**

Company \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Title \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date \_\_\_\_\_

Facsimile Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**ACCEPTANCE BY THE GOVERNMENT**

THE ABOVE BID APPROVED:

*Approval of Chief, Paper Procurement Section*

*Approval of Contracting Officer.*

*Figured, totaled, and checked by \_\_\_\_\_*

*(Sign surname only, in ink)*

Date \_\_\_\_\_ Date \_\_\_\_\_

## **IMPORTANT NOTICE**

Effective January 1, 1999, payments on all GPO purchase orders will only be made by electronic fund transfer (EFT) unless you are granted a waiver. A waiver can only be granted if you certify below in writing that you do not have an account with a financial institution or an authorized payment agent and return the certification to the Contracting Officer. **If you need to establish EFT, contact Tina Shelton, 202-512-0864.**

## **REQUEST FOR WAIVER/CONTRACTOR CERTIFICATION**

I certify that I do not have an account with a financial institution or an authorized payment agent.

---

Signature

---

Date

If ETF has not already been established, provide the following information:

Contractor's financial institution name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Bank Routing transit number: \_\_\_\_\_

Taxpayer Identification number: \_\_\_\_\_

If you do not currently have a bonafide account with a financial institution, you are requested to make arrangements for such an account as in the near future; all payments from the Federal Government shall be made only by EFT.